



POLICY

Category	Approval	
Series 1100: School-Community Relations	Effective 2/22/10	Administration 12/4/09
	Board 2/22/10	
Revised 5/9/22		For Review 2026
		MTC 1142

FACILITY USAGE FEES

The facilities of Mitchell Technical College are available on a first confirmed/first served basis in accordance with this policy. All reservations are made and confirmed through the MTC Events Coordinator.

The facilities are available for use at no charge by the Mitchell School District, Mitchell Technical College, and the Mitchell Technical College Foundation for educational and school-related purposes.

It is available for all other users according to the fee schedule. The President or the appointed designee must approve exceptions to these fees.

All expenses that are incurred by users from third party providers are the responsibility of the user. These include but are not limited to telecommunications charges, purchase of special programming, technology support not covered under the fee schedule, and catering services. MTC reserves the right of approval for the third-party providers.

8/9/10 – Office of Business & Industry Training changed to Office of Corporate Education.

6/25/18 – Responsible personnel updated to align with MTI's organizational structure. Transponder time is not available at MTI, so statement regarding this expense was removed.

5/9/22 – Responsible personnel updated to align with MTC's organizational structure.