

Rental Guidelines

Information and Guidelines for Groups Using M-TEC Facilities

1. The Michigan Technical Education Center (M-TEC) at Kalamazoo Valley Community College (KVCC) is a facility designed to be the training provider of choice for performance improving services as identified by business and industry in southwest Michigan.
2. You can reach an M-TEC at KVCC staff person Monday through Friday, from 7:30 AM – 6:00 PM. The building is available to rental customers 24 hours a day, 7 days a week. Special service fees may be required for some events.
3. All food, drink, and other refreshments must be purchased on the premises from an approved M-TEC catering service. Your event planner will discuss your food service needs and make all the arrangements for you. No alcoholic beverages or illegal substances are permitted on the M-TEC property.
4. The request for use of M-TEC facilities must be made in advance. All use of the M-TEC at KVCC remains subject to approval in accordance with Institution policies, regulations, and guidelines. All facility use is based on availability.
5. Upon signing the Facility Use Agreement, which contains the Indemnification Agreement, renters agree to hold the College harmless from any loss, damage, liability, cost or expense arising during, or being caused in anyway by, the renter's use of the facilities. Renters will pay for any loss or damage to Institution property caused by their use.
6. Any advertising using the name or acronyms of the facility must be approved in advance. Contact your M-TEC event planner for assistance. Reproducible maps and driving directions are available upon request.
7. All activities on M-TEC at KVCC property must be peaceful and lawful; must not interfere with the rights of others; must not obstruct the free movement of persons about the facility and must not interfere with other Institution operations. Any unauthorized use of, damage to, or destruction of the building, equipment or other property is strictly prohibited. Any person(s) loitering or causing a disturbance and/or destruction to property will be removed from the premises and will be restricted from future use of facilities. Activities or events must not cause M-TEC at KVCC financial risk or liability.
8. Renters shall obtain insurance and submit proof of insurance as required.
9. The user will be responsible for all fees associated with the event/activity. The fees will include room rental, set-up, catering, equipment, technical support, and/or service charges. Arrangements for seating, display tables and other special equipment must be made 5 days in advance. Special requests may require an additional fee.
10. The M-TEC at KVCC makes available the use of a copy machine, phones, and fax machine for the convenience of the customer. The final invoice will include the fees associated with these services. Copies: \$ 0.10 each Fax Service: \$ 1.00 per page local, \$ 2.00 per page long distance.
11. The M-TEC at KVCC is a smoke free environment. Smoking is permitted outside the building.
12. A facility use agreement with an estimate of fees including room rental, set-up charge, catering, equipment, technical support and service (fax, copy, telephone) charges will be transmitted to the organization representative. A representative of the organization, authorized to approve payment, must sign and return a Facility

- Use Agreement before the event. A 25% deposit may be required. Full payment is required upon receipt of the final invoice, after the event.
13. Cancellation of the scheduled activity/event must occur at least thirty days in advance. Deposits are non-refundable if cancellation occurs in less than thirty days.
 14. Adequate free parking is available outside the east and west main entrances

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