

## Wisconsin Indianhead Technical College Facilities Usage Agreement

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Wisconsin Indianhead Technical College may authorize use of WITC facilities in accordance with Facility Usage Policy C-131. The following guidelines have been established:

1. The authorized use of college facilities for any non-college activity does not constitute an endorsement of the organization using the facilities nor the content of the programs for activities conducted.
2. The request must be received at least 10 calendar days before the requested visit date to campus.
3. Visits are limited to one visit per semester. Scheduling is subject to availability.
4. Visitors must agree to abide by campus regulations:
  - a. Visitors must not approach students. Students approach your table.
  - b. Visitors must stand or sit behind the table, which is provided by WITC.
  - c. Visitors must clearly identify themselves at the information desk.
  - d. Visitors may provide posters/flyers to inform students of the upcoming visit.

### How to Schedule an On-Campus Visit

Carefully read and sign this agreement form and fax or mail to the WITC address listed below. Once agreement is received, a college representative will call to confirm date and time. WITC will provide a skirted table and chair (s) in the student lounge during the hours requested.

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*I understand and will comply with the above WITC stipulations.*

\_\_\_\_\_  
Name of authorized personnel (Print)

\_\_\_\_\_  
Signature of authorized personnel

\_\_\_\_\_  
Company name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

Requested date of visit \_\_\_\_\_

Requested time of visit \_\_\_\_\_

- Requests may require approval of one or more of the following college representatives: Student Senate Association, Dean of Students, Campus Leadership Team.

**Return to:**  
Wisconsin Indianhead Technical College New Richmond  
Justin Johnson  
1019 S Knowles Avenue  
New Richmond WI 54017  
Fax: 715-246-2777 Phone: 715-246-6561 ext. 4220  
E-mail: justin.johnson@witc.edu