Native American Cultural Center Room Reservation Policy

The Native American Cultural Center is a visible and celebrated facility located in the heart of NAU's Flagstaff campus, which creates a platform for Native American and Indigenous cultures, traditions, perspectives, and contributions. Through the center, students can interact with peers, seek academic support, and feel pride in their university involvement, whether they are on campus or linking to the university through extended campus programs. We believe the NACC impacts the lives of all of our students—improving their academic, social, and cultural experience, and opening new ideas and possibilities as they step into their future. The 12,000 square foot facility houses activities that support student recruitment and retention, serving as a point of connection for Native and Indigenous groups and programs on campus and with Tribal communities. The center embodies Native values and symbolizes NAU’s commitment to Native Americans.

The NACC maintains partnerships with various entities internal and external to NAU. Usually these partnerships are based on similarities in objectives and goals, strategic or institutional missions, services, and/or impacts to Native American or Indigenous communities. It is important to maintain a reciprocal relationship with our partners to ensure a viable and healthy partnership. On a case-by-case basis, the Native American Cultural Center (NACC) prioritizes requests from Tribal Nations, their associated departments and organizations, and those entities that serve our Native American students and communities.

The Native American Cultural Center (NACC) is a space designed for multiple uses—from meeting space, to study space, to reception space. The NACC has five different areas available for meetings and events. If you are unsure of capacities or room set-ups, please contact the staff at the NACC at (928)523-9557 or email nau-nacc@nau.edu. The NACC is a unique and cultural space, as such, we ask all visitors not to bring alcohol or drugs into the building. We strive to maintain a safe, healthy, and positive environment at the NACC and your cooperation and respect is essential.

Please be sure to fill out the Room Reservation form completely, all details are necessary in order to review your request. The NACC operates on a first-come-first-serve basis. We encourage people to submit the NACC Room Reservation form at least 1 month in advance of event date, as dates are booked quickly. Once your form is submitted, it will take the NACC staff 10 business days to review and approve/disapprove, once approved, an email confirmation from the EMS system will be sent to the contact with further instructions for payment of fees and other helpful reminders. The NACC receives several requests for rooms every day and your cooperation with the process and patience is greatly appreciated.

The Native American Cultural Center does not always receive reservation requests in a timely manner from EMS web reservations and these are not confirmed reservations. Therefore, the NACC encourages patrons to use the NACC Room Reservations page and fill out the room reservation form and submit to the NACC via email at nau-nacc@nau.edu or call at (928)523-9557. The Native American Cultural Center utilizes the reservation system maintained by NAU's Unions Reservation office at (928)523-8866. Reservations for other NAU spaces can be found at https://sandy.ss.nau.edu/VirtualEMS/.
Native American Cultural Center  

Building Guidelines

**CONTRACT**  
Please read the facility rental agreement thoroughly, sign and return it to the Native American Cultural Center (NACC) by the indicated deadline date, usually three weeks prior to the event, unless during November (1 month prior). By signing the facility rental agreement you are agreeing to all provisions specified on this sheet. Failure to sign and return your facility rental agreement will lead to reservation cancellation. If you do not understand any part of this agreement, please contact the NACC at 928/523-9557.

**HOURS OF OPERATION**  
NACC hours of operation are Monday-Thursday 8a to 8p, Friday 8a to 5p, during the summer they are from 8a to 5p. Events scheduled outside of these times may be subject to an additional fee. Hours of Operation are subject to change.

**ROOM SET**  
Groups have the choice of a banquet, reception, conference square, theater, conference “U”, or classroom configuration. Set requests must be made during the reservation process to NACC staff.

**PARKING**  
Parking permits are required for on-campus parking during your event. For parking permits and information, please contact Parking/Shuttle Services (Bldg. #91) at 928/523-6623 at least 3 business days in advance of your event. **Note:** Permits are not valid in metered and reserved areas.

**ROOM RESPONSIBILITY**  
All groups are responsible for leaving the room in the same condition and in the same setup as found. Nothing may be glued, nailed, taped, pasted, or affixed to the walls, doors, or windows. Blue masking tape is allowed and available at the Information Desk upon request.

**ROOM RESTRICTIONS**  
Fog machines, glitter, confetti, and open flames of any kind are not allowed. Users may not burn any substances; this may be waived for the Gathering Room and Story Room. This includes, but is not limited to candles, incense, etc.

**FOOD AND DRINKS**  
Only food and beverages provided by NAU Dining Services will be allowed in the building without an approved food waiver, which must be presented to NACC staff one business day in advance of the event. Dining Services can be reached at 928/523-4981 (Bldg. #30).

**ALCOHOL USE**  
All users requesting alcohol with their event must apply for a special events alcohol license with the State of Arizona, please contact Campus Services and Activities at 928/523-2391.

**STUDENT GROUPS/ORGANIZATIONS**  
Group must be registered with Student Life/ Greek Life (Bldg. #30), 928/523-5181. Student Organizations may not reserve space for more than one meeting per week and the duration may not exceed two hours per meeting. Student Life must approve event / Fundraising / Vendor use.

**ASSISTIVE ANIMALS**  
Assistive Animals are welcome on the premises, but all other animals are prohibited.

**NOISE LEVELS**  
Noise levels must be kept to a minimum to avoid interfering with other users. If sound levels become disruptive, the responsible group/party may be asked to vacate immediately and will be subject to a review regarding future use.

**RENTAL FEE**  
Rental fees are subject to change. Fees include use of the space, use of the AV equipment, set up, clean up, and oversight of the building while in use.

**ADDITIONAL REGULATIONS/FEES**  
NACC staff reserves the right to impose additional regulations, arrangements, or rental fees as deemed appropriate within its facilities.

**TICKETING**  
Groups charging admission for their event are required to use the Central Ticketing Office for ticketing; they can be reached at 928/523-5661.

**CANCELLATIONS**  
If you no longer need this reservation, notify NACC staff immediately or no later than 48-hours prior to the scheduled event at 928/523-9557 or 928/523-8532. If you fail to do so, rental fees will still be applicable. Groups who fail to contact NACC staff to cancel an event or meeting three (3) times during the semester will be prohibited from using the building for the following semester and future request are subject to review.
### Included Audio Visual Equipment
- standard lighting, podium, microphone, and projector; MAC users need an adaptor for projector.

### Administrative/Labor Fee
- $40 fee or $20 fee

### Cancellation
- Requires 48-hour notice to NACC staff, if you fail to do so, **the rental fee will still be applicable.**

### Internet Access
- “NAU-Guest Wi-Fi” is available to all guests at NAU, terms and conditions must be accepted before use.

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<tr>
<th>Room</th>
<th>Sq. Feet</th>
<th>Setup Available</th>
<th>Internal &amp; External Rate</th>
<th>TOTAL</th>
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<td>Gathering Hall</td>
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<td>Conf.</td>
<td>Theater</td>
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<td>Amphitheater (outdoors)</td>
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<td>Story Room (upstairs)</td>
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<td>Pattea Room AB*</td>
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<td>Pattea A or B</td>
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<tr>
<td>Student Meeting Room*</td>
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*Please contact NACC staff directly for reservations in the Pattea Room and Student Meeting Room.

**Administrative/Labor Fee**

**Hours of Operation:** NACC hours of operation are Monday to Thursday 8a – 8p, Friday 8a to 5p. NACC hours change during summer to 8a - 5p.

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