

Northland College charges a Coordination Services Fee (CSF) for groups requesting: residential lodging, facility rental, meals, transportation, custom programs, instructed recreation, Outpost rental, etc. The CSF is based on group need(s). Provisions included in the Coordination Services Fee are listed below:

BASIC Coordination Services Fee:

A \$100 Coordination fee is assessed to groups requesting **ONLY** residential hall lodging and includes:

- Residential Hall Room Reservations and Booking
- Residential Hall Room Pre/Post Inspection and Room Check-In
- Contract development and administration by Northland Program Coordinator

BUSINESS Coordination Services Fee:

A \$200 Coordination fee is assessed to groups requesting 1-6 days or nights of lodging, facilities, meals, transportation, and/or custom programs. Coordination Services include the following:

- Coordination of Group Events for **One to Six days or nights at Northland College**
- Residential Hall Room Reservations/Booking
- Residential Hall Room Pre/Post Inspection and Room Check-In
- Facilities/ Classrooms/ Meeting Space Reservations/Booking
- Northland College Cafeteria Reservations and Dietary Needs Planning
- Transportation to sites within 50 miles of Ashland (Actual mileage will be billed to the Group)
- Custom Program(s) Booking: lecture/tour by College Staff (some speakers may charge a fee)
- Coordination of Recreation Instructor (Instructor fee is a separate cost)
- Reservations of Outpost equipment/gear rental (Gear rental is a separate cost)
- Contract development and administration by Northland Program Coordinator

EXTENDED Coordination Services Fee:

A \$300 Coordination fee is assessed to groups requesting 7+ days or nights lodging, facilities, meals, transportation, and/or custom programs. Coordination Services include the following:

- Coordination of Group Events for **Seven or more days or nights** at Northland College
- Residential Hall Room Reservations/Booking
- Residential Hall Room Pre/Post Inspection and Room Check-In
- Facilities/ Classrooms/ Meeting Space Reservations/Booking
- Northland College Cafeteria Reservations and Dietary Needs Planning
- Shuttle Transportation to sites within 50 miles of Ashland (Actual mileage will be billed to the Group)
- Custom Program(s) Booking: lecture/tour by College Staff (some speakers may require an honorarium)
- Coordination of Recreation Instructor (Instructor fee is a separate cost)
- Reservations of Outpost equipment/gear rental (Gear rental is a separate cost)
- Contract development and administration by Northland Program Coordinator