PURPOSE

The purpose of this procedure is to define fee structures for the use of college facilities.

PROCEDURE

Organizations or groups who use College facilities will be charged fees based on facilities required and equipment requested.

1. The fee structure is as follows:
   
a. For the use of rooms with a capacity of 25 occupants or less there is a charge of $40 per clock hour per room for any one series of meetings with a minimum charge of $80. The daily rate is $240.

   b. For the use of rooms with a capacity of 26-75 occupants there is a charge of $50 per clock hour per room for any one series of meetings with a minimum charge of $100. The daily rate is $300.
c. For the use of the Building 12 Auditorium, Building 12 Student Center, Building 4 tiered classroom (Room 103) or New River tiered classroom (Room 126) there is a charge of $75 per clock hour for any one series of meetings with a minimum charge of $150. The daily rate is $450.

d. Where several rooms or a combination of facilities are required, specific arrangements and charges will be determined on an individual basis.

e. The security fee, if applicable, is $40 per hour for a minimum of two hours.

2. The fee structure for use of equipment is in addition to room use fees as follows:

a. All arrangements and costs for the use of facilities owned or controlled by the College will be negotiated by the Vice President for Administrative Services.

b. Overhead Projector - $25/event

c. TV/DVD - $50/event

d. Microphone-Public Address System - $25/event

e. Video Projector - $50/hour (Requires TCL technician)

f. Distance Learning and specialized equipment is available for special groups use on an individual contract basis dependent on the technology required.

3. Administrative Fees:

An administrative fee of $25 is applicable to changes in a facilities request after the date of processing.

4. Fees may be waived at the discretion of the President or as delegated to the Vice President for Administrative Services for programs complementing the College’s mission.

5. All fees must be paid in advance for final approval of the request.