

FACILITIES MANAGEMENT

Policy 20010: Use of College Facilities

Purpose

The purpose of this policy is to aid personnel with scheduling rooms, parking lots, and/or other spaces and with determining appropriate uses of space.

Policy

Germanna Community College (GCC) facilities exist for the primary purpose of academic instruction and student development of and by GCC students, faculty, and staff. As a partner and leader in our service area, as a member of the Virginia Community College System, and as an agency of the Commonwealth of Virginia, the College makes its facilities available to internal and external organizations when not in conflict with internal operations, when it does not place an undue hardship on College students or employees, and when it is compatible with the policies and procedures contained herein.

FACILITIES MANAGEMENT

Procedure 20010: Use of College Facilities

Procedure

- 1.0 External users shall be directed to the Chief Administrative Officer's office, or designee (those designated in Section 1.2 below), for each particular Campus/building for approval of requests to use facilities. Requests by external groups to the College for the use of facilities shall be made on the appropriate [Application for Use of Facilities](#) form for each building and submitted to the appropriate Chief Administrative Officer who will determine space availability from those individuals delegated approval authority for specific facilities as indicated in Section 1.2 of this policy. The Chief Administrative Officers shall also determine the appropriateness of charging fees to the requesting group in accordance with this policy.
- 1.1 Internal users may request use of facilities directly with the official delegated approval authority for that particular space specified on the [Room Reservation Request](#) form as indicated in Section 2.4 of this policy. The form is located on the "S" drive. Internal users are not assessed fees for use of the facilities.
- 1.2 Approval for use of various portions of the College facilities is hereby delegated to the following:
 - 1.2.1 Daniel Technology Center – Culpeper and Workforce room at Locust Grove: Daniel Technology Center Director.
 - 1.2.2 Classrooms: Deans of Instruction for each campus or site with exceptions listed below.
 - 1.2.3 Fredericksburg Area Campus (FAC) Phase II Workforce rooms: Director of Workforce and Community Education, Fredericksburg.

- 1.2.4 Compressed Video Classrooms 506 and 507 at LGC; FAC Phase II Classrooms 131 and 133: Dean of Instruction at the appropriate campus who will coordinate with the Administrative Assistant to the Director of Distance Education and with the Technology Support Services Office.
- 1.2.5 Student Lounges, Cafeterias, parking lots, hallways, lobbies, and other areas not listed: Dean of Student Services
- 1.2.6 Rooms controlled by departments will be coordinated with the department head: Library – Director of Learning Resources Center; Nursing Labs and Room 206 – Administrative Assistant, Nursing Department.
- 1.2.7 Not-for-profit fundraising activities must first be approved by the Director of Institutional Advancement to ensure the activity is consistent with the College mission.
- 1.3 The College reserves the right to limit the use of facilities for activities that directly compete with the educational and training mission of the College.
- 1.4 Facilities will be available to organizations according to, and in order of, the following priority listing:
 - 1.4.1 Credit or non-credit instruction programs of GCC or activities offered in conjunction with instructional programs of the College.
 - 1.4.2 Educational, student development, and public information activities sponsored by GCC departments.
 - 1.4.3 Programs, events, or activities sponsored by student groups officially recognized by the College.
 - 1.4.4 Programs, events, or activities sponsored by community groups and businesses within the service region of the College as defined by the VCCS.
 - 1.4.5 Programs, events, or activities sponsored by other non-College groups.

In determining usage, a first-come, first-served basis will be employed within each listing. Once a facility has been confirmed, there will be no alternations or bumping of one group for another group unless a group is not in compliance with the policies and procedures contained herein.

- 1.5 The following requirements pertain to every user group, whether internal or external:
 - 1.5.1 Users shall observe all College policies, procedures, and regulations.
 - 1.5.2 User groups are responsible for payment of all rents and fees assessed by the College. Fees will be refunded or waived if the requestor cancels the program, event, or activity two (2) or more business weeks before the scheduled date and time or as specified in a separate contract. Fees are assessed by the Chief Administrative Officers and are billed by the Business Office and payable upon receipt. If the fees are collected in other offices, they shall be transmitted to the Business Office within twenty-four (24) hours. The College reserves the right to require an advance security deposit from external groups. Requests for use of facilities shall NOT be granted to users with outstanding financial obligations to the College.
 - 1.5.3 The Chief Administrative Officer may require a statement of insurance covering use of the facility before approving an application.
 - 1.5.4 Users are responsible and accountable for proper care of all College facilities and equipment by all participants associated with the program, event, or activity regardless of whether the damage was caused within the room reserved or elsewhere. Restitution

shall be required for any damages and cleaning necessary for any property or equipment.

- 1.5.5 Activities shall not be discriminatory or abusive of others by reasons of age, sex, race, color, religious beliefs, national origin, or disability.
- 1.5.6 An officer or authorized representative of the group who shall assume supervisory responsibility for conduct and activities of all persons associated with the event must sign the request for usage of facilities. The name, address, and telephone number for this authorized representative must be provided.
- 1.5.7 The program, event, or activity shall not interfere with any other authorized program, event, or activity or with operations of the College.
- 1.5.8 The College does not endorse any sectarian groups or organizations and normally does not allow sectarian groups to use its public tax supported facilities. Exceptions may be made with the stipulation that the user states in its publicity and announcements that the group/organization is not affiliated with the College, is not sponsored by the College, and does not represent the mission and views of the College.
- 1.5.9 Programs, events, and activities for political campaigns are discouraged; however, they may be approved if other known political parties for the same political race are given equal opportunity to conduct a similar program, event, or activity.
- 1.5.10 College Security must be used if deemed necessary by the College or requested by the user group. The user group shall be assessed the current rate for such security. In the event the College is unable to provide additional security for the event, the user group shall use College-approved security and shall remunerate the external security firm directly without involving the College.
- 1.5.11 All participants must comply with existing parking regulations.
- 1.5.12 Use of facilities shall be automatically cancelled when the College is closed due to inclement weather or emergencies. (Certain events at the Daniel Technology Center or at the FAC Workforce Center may be granted exception when recommended by the Center Director and approved by the College Facilities Manager. The user will assume responsibility for any cost associated with opening and use of the facilities during inclement weather closings. The College cannot guarantee snow/ice removal. The College is not liable when facilities are closed due to emergencies.)
- 1.5.13 College facilities are normally NOT available on holidays.
- 1.5.14 Alcoholic beverages, including beer and wine, serving and consumption is covered by Policy and Procedure 70110, Alcoholic Beverages at College Functions.
- 1.5.15 Smoking is restricted to designated exterior areas.
- 1.5.16 The number of attendees shall be in compliance with occupancy limits.
- 1.5.17 All events must end by midnight unless prior approval for an extension has been granted.
- 1.5.18 Users' property and equipment must be removed from College facilities immediately following the event.
- 1.5.19 The College reserves the right to impose upon users any other reasonable conditions it deems necessary to assure compliance with policies, procedures, and regulations.

1.6 Fees

Fees are assessed by the Chief Administrative Officer for the College based upon the rooms and areas approved for usage and based upon the classification of the group. User groups are placed in classifications to help determine fees. Fee modifications may be made at the discretion of those cited in Section 1.2.

<u>Classification</u>	<u>Definition</u>
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A	Internal departments; officially recognized student groups; and business, civic, government, and education groups within the service region conducting activities that directly benefit the College or its employees and who are not charging admission.
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B.....	User groups within the service region whose activities do not directly benefit the College, its employees or students, or who charge admission.
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C	User groups that do not request additional services.
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D	User groups that do request additional services.
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1.6.1 Facilities Usage Fee for FAC and LGC (see Appendix A)

1.6.2 Facilities Usage Fee for FAC Workforce and Development Center (see Appendix B)

1.6.3 Facilities Usage Fee for Daniel Technology Center (see Appendix C and D)

1.7 Request for use of facilities

1.7.1 External groups must complete the College's Application for Use of Facilities form and submit it as least ten (10) days prior to the request date. Internal groups and departments conducting official College business must complete the Request for Room Reservation (For Internal Groups). Forms for each campus are located on the "S" drive.

1.7.2 Applications shall be submitted directly to the party authorized to approve use of the facility being requested.

1.7.3 Persons/offices with approval authority shall keep master schedules of facility usage and availability, the College master calendar, and files of the applications received.

1.7.4 All schedules and the master calendar shall be consulted with pending applications before approving a request.

1.7.5 Service departments, such as Facilities, shall be consulted regarding any construction, maintenance, or repair activities for the facility requested.

1.7.6 Service departments required to provide additional services for the request, such as setting up the room or providing equipment, shall be consulted to ensure they can provide the service in the time or on the day requested. The approval person or office shall forward a copy of the approved request detailing the special needs to the service department.

1.7.7 All approved requests, either internal or external, shall immediately be entered upon both the master schedule for the facility requested and the master calendar for the College.

1.7.8 The Chief Administrative Officer for the campus letting the space shall assess all fees and inform the requesting group of the total required. A copy of all approvals requiring an amount to be paid to the College shall be forwarded to the Business Office at the conclusion of the event so that the requesting group may be billed. Payments should be made to the Business Office. If payments are accepted in another office, the funds must be transmitted to the Business Office within twenty-four (24) hours.

1.7.9 The person or office authorizing use of the facility is responsible for checking the condition of the facility in a timely manner. If clean up is required, the authorizing person or office shall notify the Facilities department and the user group. The authorizing person or office shall also assess the cleaning fee to the user group and provide a copy to the Business Office. If equipment is damaged or missing, the authorizing person must work with Technology Services or other departments providing the service to assess a fee for the damaged or missing equipment and provide a copy to the Business Office for any such fees.

2.0 **Point of Contact**

Richard L. (Rick) Brehm
Vice President for Administrative Services

Created by Sandy Allen, Ursulina Creel, Bessie Cropp, John Presley, Sharon Andreucci, and Rick Brehm)

3.0 **Approval and Revision Dates**

Approved by President's Council
Monday, June 4, 2002

Revised by Kathy Habel, Pam Frederick, Rick Brehm, and Susan Langlois
Revisions approved by President's Council August 15, 2005.

Revised by Kathy Habel and Frank Turnage.

Revisions approved by President's Council August 14, 2006.

Revisions approved by President's Council June 2, 2008

Facilities Usage Fee for FAC and LGC

<u>Classification</u>	<u>Fee</u>
A	No charge.
B	\$50 per room or area per day, or portion thereof.
C	\$100 per room or area per day, or portion thereof.
D	Variable – Determined by room and additional services requested.

Other Fees (assessed to all but groups on official College business)

Kitchen	\$50 per day (access or use)
Special set ups	\$15/person per hour
Clean up	\$15/person per hour (if room is not returned in previous condition)
Security.....	\$15/person per hour
Technology.....	\$50 (or equipment not ordinarily provided in room)
Compressed Video Room	\$150 per day (in lieu of facilities usage fee) or the current rate established by the Virginia Community College System

Appendix B.1



GERMANNA COMMUNITY COLLEGE

*Center for Workforce
& Community Education*

10000 Germanna Point Dr.
Fredericksburg, Va. 22408

Phone: 540-891-3095 Fax: 540-891-3082 email: lmorris@germanna.edu

CENTER RENTAL REQUEST FORM

Thank you for requesting use of the Center for Workforce and Community Education, Fredericksburg Area Campus. By signing this request form, you agree to abide by all of the policies and procedures located on page two of this agreement. If you have any questions prior to signing this agreement, please contact the Center's Event Planner at (540) 891-3095. This form does not guarantee rooms and times you request. Center staff will make and confirm final room reservation.

Please complete the following information and sign below:

Company/Org. Name: _____ Name of Event: _____

Requestor's Name: _____ Mailing Address: _____

Telephone#: _____ Fax #: _____ Email Address: _____

Date of Event: _____ Projected # of attendees: _____ Beginning /End Time: _____

We'll be happy to provide you with suggested lists of caterers and hotel accommodations.

Do you need assistance with:	Fees, if Applicable:
<input type="checkbox"/> Technical Support	\$25 per hour/min 2 hrs. \$50 hr after reg. hrs
<input type="checkbox"/> Set Up/Clean Up	\$50 per hour
<input type="checkbox"/> Access prior to 8:00am	\$25
<input type="checkbox"/> Weekend Support Services	\$50 per hr

Please place an (x) by the room size and timeframe you are requesting.

FEE SCHEDULE

(Center staff will make final room designation)

ROOMS	SETUP OPTIONS	CAPACITY	HALF DAY	FULL DAY	EVENING 5-10pm
Executive Conference (Room 126)	Board room (U-Shape)	22	\$100	\$200	\$100
Sealy Auditorium (Room 134) (stage and theatrical lighting available)	Fixed seating	90	\$200	\$400	\$200
Corporate training Suite 105-A (may be combined w/ 105-B, for doubled capacity)	Varied: tables and chairs, rows of chairs, U-shape, etc.	30 - 50	\$150	\$300	\$150
Corporate training Suite 105-B (may be combined w/ 105-A for doubled capacity)	Varied: tables and chairs, rows of chairs, U-shape, etc.	30 - 50	\$150	\$300	\$150
Corporate Training (Room 125)	Classroom	32	\$150	\$300	\$150
Computer Training Lab (Room 112-A)	Computer lab	22	\$150	\$300	\$150
Computer Training Lab (Room 112-B)	Computer Lab	22	\$150	\$300	\$150

Tentative Equipment Needs (Place number needed on line):

Overhead Projector(s) Data Projector(s) Slide Projector(s)
 TV, VCR, DVD Microphone(s) Flip Chart(s)/Stand(s)

A Memorandum of Agreement will be issued if the Center for Workforce and Community Education can accommodate your needs. An invoice will be sent after the event. Payment is due within 30 days.

Requestor Signature _____

Date _____

Center Representative Signature _____

Date _____

CENTER RENTAL AGREEMENT - POLICIES & PROCEDURES

The Center for Workforce and Community Education is an extension of the Germanna Community College (GCC). Our mission is to provide the best technological education and training for the modern workforce. As a partner and leader in our service area, as a member of the Virginia Community College System, and as an agency of the Commonwealth of Virginia, the Center makes its facilities available to internal and external users when not in conflict with College operations.

AUTHORIZED USERS IN PRIORITY ORDER

- GCC Students, Faculty and Staff
- Business Community
- General Public

RENTAL PAYMENT

Users are responsible for payment of all rent and fees assessed by the Center 30 days after the date of the event. Users will receive a Memorandum of Agreement (MOA) from Center staff outlining the specifics of their event within 1-week of receiving a signed agreement. A deposit of 25% is required to be submitted to the address indicated in the MOA along with the signed MOA by the date prescribed. Deposit may be refunded if the requestor cancels the program, event, or activity at least two weeks prior to the scheduled event. The requesting organization agrees to pay any direct costs incurred by the Center in preparation for the event.

HOURS OF OPERATION

The Center is open is open from 8:00 AM to 10:00 PM, Monday-Friday; Saturday, 8:00am – 5 PM. Rental fees are assessed according to half-day, full-day and/or evening. The Center is closed on holidays observed by the College. Use of the facilities shall be automatically cancelled when the College is closed due to inclement weather or emergencies.

INCLEMENT WEATHER

Use of the College facilities by outside groups will be cancelled in conjunction with closings and class cancellations; therefore, if the college is closed, no services are available, no classes, no service. If classes are in session, the services are will be available. Announcements are will normally be broadcast on the following radio and television stations: Radio – 93.3 FM, 99.3 FM, 96.9 FM, 101.5 FM, 1230 AM, 90.5 FM, 103.1 FM, 92.5 FM, News Radio 1140, 107.7 FM, 1500 AM. TV – Channels, 4, 7, 8, 12, 29. Closings are also posted on the college website at www.germannna.edu. Special arrangements can be made, if requested in advance.

FACILITY CARE

Users are responsible and accountable for proper care of all Conference facilities and equipment by all participants associated with the program, event, or activity regardless of whether the damage was caused within the room reserved or elsewhere. Restitution shall be required for any damages and cleaning necessary for any property or equipment damage. User agrees to protect, indemnify, and save the Center from all liability resulting from use of the facility.

DECORATIONS

There will be no decorations taped, stapled, or pinned to walls, floors, ceilings, doors, windows, etc. without approval of Center staff in advance. The college is not responsible for any items not supplied by the college.

SECURITY

College security must be used if deemed necessary by the College or requested by the user group. The user shall be assessed the current rate for such security. In the event the College is unable to provide additional security for the event, the user shall use approved security and shall remunerate the external security firm directly without involving the Center.

ALCOHOL is not permitted at Fredericksburg Area Campus in Spotsylvania.

SMOKING

Smoking is restricted to designated exterior areas.

FIRE SAFETY

The number of attendees shall not exceed occupancy limits in rooms and common areas. Use of flammable or environmentally hazardous materials is prohibited.

PARKING

Users must follow Center and state parking rules, i.e. not parking in fire lane, handicap spaces, double-parking or obstructing access to other users in any way. Violations will be reported to appropriate Center and law enforcement authorities.

VACATE THE FACILITY

Users must vacate the facilities and remove all of their materials and equipment within 30 minutes of specified ending time. If users do not vacate, additional fees may be assessed.

CENTER'S RIGHT TO IMPOSE ADDITIONAL CONDITIONS

The Center for Workforce and Community Education reserves the right to impose upon users any other conditions it deems necessary to assure compliance with policies and procedures.

Signature: _____

Date: _____

Requestor Signature

Date

Center Representative Signature

Date

CENTER RENTAL AGREEMENT - POLICIES & PROCEDURES

Germanna Community College, Center for Workforce and Community Education prides itself in the best technological education and training services available. As a partner and leader in our service area, as a member of the Virginia Community College System, and as an agency of the Commonwealth of Virginia, the Center makes its facilities available to internal and external users when not in conflict with College operations.

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DECORATIONS

There will be no decorations taped, stapled, or pinned to walls, floors, ceilings, doors, windows, etc. without approval of Center staff in advance. The college is not responsible for any items not supplied by the college.

SECURITY

College security must be used if deemed necessary by the College or requested by the user group. The user shall be assessed the current rate for such security. In the event the College is unable to provide additional security for the event, the user shall use approved security and shall remunerate the external security firm directly without involving the Center.

ALCOHOL is not permitted at Fredericksburg Area Campus in Spotsylvania.

SMOKING

Smoking is restricted to designated exterior areas.

FIRE SAFETY

The number of attendees shall not exceed occupancy limits in rooms and common areas. Use of flammable or environmentally hazardous materials is prohibited.

PARKING

Users must follow Center and state parking rules, i.e. not parking in fire lane, handicap spaces, double-parking or obstructing access to other users in any way. Violations will be reported to appropriate Center and law enforcement authorities.

VACATE THE FACILITY

Users must vacate the facilities and remove all of their materials and equipment within 30 minutes of specified ending time. If users do not vacate, additional fees may be assessed.

CENTER'S RIGHT TO IMPOSE ADDITIONAL CONDITIONS

The Center for Workforce and Community Education reserves the right to impose upon users any other conditions it deems necessary to assure compliance with policies and procedures.

Signature: _____

Date: _____



GERMANNA COMMUNITY COLLEGE

*Center for Workforce
& Community Education*

18121 Technology Drive
Culpeper, Va. 22701

Phone: 540-937-2916 Fax: 540-937-2918 email: dcondon@germanna.edu

CENTER RENTAL REQUEST FORM

Thank you for requesting use of the Daniel Technology Center's facilities for your event. By signing this request form, you agree to abide by all of the policies and procedures located on page two of this agreement. If you have any questions prior to signing this agreement, feel free to contact the Center's Event Planner at (540) 937-2916. This form does not guarantee rooms and times you request.

Please complete the following information and sign below:

Company/Org. Name: _____ Name of Event: _____

Requestor's Name: _____ Mailing Address: _____

Telephone#: _____ Fax #: _____ Email Address: _____

Date of Event: _____ Projected # of attendees: _____ Beginning /End Time: _____

Catering Kitchen
\$50 - Breakfast
\$75 - Lunch
\$150 - Dinner/Evening

Do you need assistance with:	Fees, if Applicable:
<input type="checkbox"/> Technical Support	\$25 per hour/min 2 hrs. \$50 hr after reg. hrs
<input type="checkbox"/> Set Up/Clean Up	\$50 per hour
<input type="checkbox"/> Access prior to 8:00am	\$25
<input type="checkbox"/> Weekend Support Services	\$50 per hr
<input type="checkbox"/> Catering Kitchen	\$50 - \$150

Please place an (x) by the room size and timeframe you are requesting.

FEE SCHEDULE

(Center staff will make final room designation)

ROOMS	SETUP OPTIONS	CAPACITY	HALF DAY	FULL DAY	EVENING 5-midnight
Conference Center 104 A-C	Theater/Classroom	700/350	\$800	\$1500	\$800
Conference Suite A	Theater/Classroom	350/200	\$400	\$800	\$400
Conference Suite B	Theater/Classroom	35	\$200	\$400	\$200
Conference Suite C	Theater/Classroom	45	\$250	\$500	\$250
Executive conference Room (118)	Board room	15	\$200	\$400	\$200
Technology Training Theater (209)	Classroom	30	\$400	\$800	\$400
Technology Training Lab (211)	(Auto Cad) Computer Lab	14	\$300	\$600	\$300
Corporate Training Suites 221	Classroom	35	\$200	\$400	\$200
Computer Training (227 or 228)	Computer Lab	24	\$200	\$400	\$200

Tentative Equipment Needs (Place number needed on line):

Overhead Projector(s) Data Projector(s) Slide Projector(s)
 TV, VCR, DVD Microphone(s) Flip Chart(s)/Stand(s)

A Memorandum of Agreement will be issued if the Center for Workforce and Community Education can accommodate your needs. An invoice will be sent after the event. Payment is due within 30 days.

Requestor Signature _____

Date _____

Center Representative Signature _____

Date _____



GERMANNA COMMUNITY COLLEGE

*Center for Workforce
& Community Education*

18121 Technology Drive

Culpeper, Va. 22701

Phone: 540-937-2916 Fax: 540-937-2918 email: dcondon@germanna.edu

CENTER RENTAL REQUEST FORM (NON-PROFIT)

Thank you for requesting use of the Daniel Technology Center's facilities for your event. By signing this request form, you agree to abide by all of the policies and procedures located on page two of this agreement. If you have any questions prior to signing this agreement, feel free to contact the Center's Event Planner at (540) 937-2916. This form does not guarantee rooms and times you request.

Please complete the following information and sign below:

Company/Org. Name: _____ Name of Event: _____

Requestor's Name: _____ Mailing Address: _____

Telephone#: _____ Fax #: _____ Email Address: _____

Date of Event: _____ Projected # of attendees: _____ Beginning End Time: _____

Catering Kitchen
\$50 - Breakfast
\$75 - Lunch
\$150 - Dinner/Evening

Do you need assistance with:	Fees, if Applicable:
____ Technical Support	\$25 per hour/min 2 hrs.
____ Set Up/Clean Up	\$50 hr after reg. hrs
____ Access prior to 8:00am	\$50 per hour
____ Weekend Support Services	\$25
____ Catering Kitchen	\$50 per hr
	\$50 - \$150

Please place an (x) by the room size and timeframe you are requesting.

FEE SCHEDULE

(Center staff will make final room designation)

ROOMS	SETUP OPTIONS	CAPACITY	HALF DAY	FULL DAY	EVENING 5-midnight
Conference Center 104 A-C	Theater/Classroom	700/350	\$400	\$750	\$400
Conference Suite A	Theater/Classroom	350/200	\$200	\$400	\$200
Conference Suite B	Theater/Classroom	35	\$100	\$200	\$100
Conference Suite C	Theater/Classroom	45	\$125	\$250	\$125
Executive conference Room (118)	Board room	15	\$100	\$200	\$100
Technology Training Theater (209)	Classroom	30	\$200	\$400	\$200
Technology Training Lab (211)	(Auto Cad) Computer Lab	14	\$150	\$300	\$150
Corporate Training Suites 221	Classroom	35	\$100	\$200	\$100
Computer Training (227or228)	Computer Lab	24	\$100	\$200	\$100

Tentative Equipment Needs (Place number needed on line).

Overhead Projector(s) _____ Data Projector(s) _____ Slide Projector(s)
TV, VCR, DVD _____ Microphone(s) _____ Flip Chart(s)/Stand(s)

A Memorandum of Agreement will be issued if the Center for Workforce and Community Education can accommodate your needs. An invoice will be sent after the event. Payment is due within 30 days.

Requestor Signature _____

Date _____

Center Representative Signature _____

Date _____