



**GENERAL FEE STRUCTURE
EXTERNAL (NON-AFFILIATED) ENTITIES FOR FACILITY USE
SOUTHERN REGIONAL CAMPUSES**

CLIFTON CAMPUS FACILITY RENTAL CHARGES

Facilities	Capacity	Location	Hourly Charge*	Daily Charge (8 hrs. maximum)
Classrooms and Training Rooms	Varies		\$50	\$150
Multipurpose Room	100	Room 113	\$75	\$300

LAWRENCE CAMPUS FACILITY RENTAL CHARGES

Facilities	Capacity	Location	Hourly Charge* (2 hrs. minimum)	Daily Charge (8 hrs. maximum)
General Purpose Classrooms	Varies		\$50	\$150
Meeting Room	100	Room 144	\$75	\$300

LEWISBURG CAMPUS FACILITY RENTAL CHARGES

Facilities	Capacity	Location	Hourly Charge* (2 hrs. minimum)	Daily Charge (8 hrs. maximum)
General Purpose Classrooms	Varies		\$50	\$150
Meeting Room	75	Room 122	\$75	\$250

*Hours begin at set-up by the applicant/sponsor and end at pack-up of function.

**(Note: Other facilities at the College may be used by special agreement.
Computer and Science Labs are not available for use by Non-Affiliated entities.)**

SERVICE CHARGES

Personnel Services	Charge**
Chairs (set up and take down)	\$1.00 each (less than 12, no charge)
Custodial***	\$25/hr. / per Custodian
Microphones and Speakers (set up)	\$65
Monitor/Proctor	\$15/hr.
Pre/post-event room set-up/breakdown	\$25/hr.
Post-event cleaning****	\$25
Security***	\$25/hr. (minimum of 4 hrs.)
Tables (set up & take down)	\$3 ea. (less than 4, no charge)
Technician (Media, audiovisual, and Distance Learning Support)	\$30/hr.

**There may be other fees associated with an event. Charges may exceed those listed above if an outside contractor is used to deliver a service. Actual fees will be provided to the user prior to confirmation.

***All custodial and security work required for use of facilities will be billed directly to the user. The director of facility services will determine the number of needed personnel.

****If the user does not request cleaning and the facility is left in such condition that cleaning is required beyond what is customarily required by regular use of the space, a cleaning fee of \$25 per hour will be billed to the applicant after the event.