



**General Fee Structure
for Facility Use
External (Non-Affiliated) Entities
SOUTHERN REGIONAL CAMPUSES**

Facilities	Capacity	Location	Hourly Charge (2hrs. minimum)	Daily Charge (8 hrs. maximum)
Classrooms / Training Rooms	Varies		\$50	\$250
Multipurpose Rooms:				
Clifton	100	Rm 113	\$100	\$500
Lawrence	100	Rm 144	\$100	\$500
Lewisburg	75	Rm 122	\$100	\$500

*Hours begin at set-up by the User/applicant/sponsor and end at break-down 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
Microphones and Speakers (set up)	\$65
Security	\$40/hr. (minimum of 4 hrs.)
Technician (Media, A/V, Distance Learning Support)	\$40/hr. (minimum of 4 hrs.)

➤ **Set-up and Tear-down**

Set-up requiring different table or chairs will incur a \$100 set-up cost.

➤ **Custodial Services**

Custodial requirements beyond trash removal or normal College care will incur a \$30 per hour fee with a minimum of 4 hours. Custodial service is not provided on weekends. 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 \$100 per hour will be billed to the User/Applicant after the event.

➤ **Limited IT/AV Support**

Limited support during normal College business hours includes a technician being present for the beginning of the meeting/event and ensuring technology is working properly and being accessible during the event. If an IT or AV technician is needed on-hand for the entire event, or if its outside of normal College business hours, including evening hours, an additional charge of \$40 per hour will be assessed.

➤ **Security** is not provided.

➤ **Other fees** may be 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.

➤ **Parking** availability must be considered for all events that occur during regular class times.