



**General Fee Structure
for Facility Use
External (Non-Affiliated) Entities
WILLAMSON CAMPUS**

Campus Building Codes: **FADM** (Administration Bldg.); **FHUM** (Sargent Humanities Bldg.); **FSCI** (Sciences Bldg.)

Facilities	Capacity	Room Location	½ Day Rate (4 hrs. Minimum)	Daily Charge (8 hrs. Maximum)
General Purpose Classrooms and Seminar Rooms*	Varies		\$300	\$500
Community Room (includes kitchen) Veranda (additional)	150	FADM 221	\$750	\$1400 \$100
Dr. Kenneth & Linda Moore Exec Conference Room	24	FADM 226	\$400	\$700
Mayor Ken Moore, MD Oval Outside of Community Room		FADM 221, 223	\$300	\$500

*Hours begin at set-up by the User/applicant/sponsor and end at break-down of function

** Set-up is not included; layout must be approved.

SERVICE CHARGES

Personnel Services	Charge
Microphones and Speakers (set up)	\$65
Security	\$40/hr. (minimum of 4 hrs.)
Technician (Media, audiovisual, 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.