

# Northeastern Junior College Facility Use Rate Guide

Procedure: Facility Use Rate Guide

Procedure #: IP 2.15D

|   |                              | A day is defined as 8 hours for rates listed below.<br>Additional rates will be negotiated by college.          |
|---|------------------------------|---|
|   | NJC<br>Organizations & Clubs | Non - NJC   |
| <b>Conference Room</b><br>Walker Hall, Admissions, Knowles Hall, ES French 201, 202, & 223                                  | FREE                         | \$25 per Hour<br>\$150 Per Day Max  |
| <b>Non Media Classrooms/Rooms</b>   | FREE                         | \$15 per Hour<br>\$90 Per Day Max   |
| <b>Media Classroom</b>  | FREE                         | \$25 per Hour<br>\$150 Per Day Max  |
| <b>Computer Lab</b><br>Beede Hamil 17, Knowles Hall 213, Phillips Whyman 12,<br>ES French 121, ES French 122, ES French 123 | FREE                         | \$40 per Hour<br>\$240 Per Day Max<br><i>*Any Additional Technical Help Requests – Rate will be Negotiated*</i> |
| <b>Tennant Art Gallery</b>  | FREE                         | \$25 per Hour<br>\$150 Per Day Max  |
| <b>Ballroom</b>   | FREE                         | \$50 per Hour<br>\$300 Per Day Max  |
| <b>Event Center</b><br>The charge is for one gym.   | FREE                         | \$100 per Hour<br>\$600 Per Day Max   |
| <b>ES French Theatre</b>  | FREE                         | \$100 per Hour<br>\$600 Per Day Max   |
| <b>ES French Dressing Rooms</b>   | FREE                         | \$15 per Hour<br>\$90 Per Day Max   |
| <b>ES French Practice Rooms</b>   | FREE                         | \$25 per Hour<br>\$150 Per Day Max  |
| <b>Vendor Table</b>   | FREE                         | \$20 Per Day  |
| <b>Before/After Hours Charge</b>  | FREE                         | \$20/Hour   |
| <b>Custodial Services</b><br>This will include setup, teardown and cleanup time.  | FREE                         | \$20/Hour   |
| <b>AV Technician</b><br>AV Technicians are required in the Theatre and Main Gym   | FREE                         | \$20/Hour   |

*\* All room setups and requested must be submitted 72 hours prior to an event.*

*\*A day is considered 8 Hours Long, any amount of time after 8 Hours will be negotiated.*

**AUDIO/VISUAL EQUIPMENT**

|                                 | <b>NJC</b><br>Organizations & Clubs | <b>Non - NJC</b> |
|---------------------------------|-------------------------------------|------------------|
| <b>Projector</b>                | FREE                                | \$30 Per Day     |
| <b>LapTop Computer</b>          | FREE                                | \$30 Per Day     |
| <b>Portable White Board</b>     | FREE                                | \$5 Per Day      |
| <b>Flip Chart</b>               | FREE                                | \$5 Per Day      |
| <b>Easel</b>                    | FREE                                | \$5 Per Day      |
| <b>Lectern/Podium</b>           | FREE                                | FREE             |
| <b>Piano</b>                    | FREE                                | \$35 Per Day     |
| <b>Conference Phone</b>         | FREE                                | \$30 Per Day     |
| <b>Wireless Microphone</b>      | FREE                                | \$10 Per Day     |
| <b>Headset/LaPel Microphone</b> | FREE                                | \$20 Per Day     |
| <b>Portable Screen</b>          | FREE                                | \$30 Per Day     |

\*Additional charges may apply for the use of more than one sound system and/or microphone type.