

**WAYCROSS COLLEGE  
Facility Fee Schedule**

*Effective July 1, 2009*

- State and local governments, as well as boards of education, may have facility fees waived provided the event is scheduled during normal business hours. A reduced rate will apply if the event is scheduled after normal business hours.
- Charitable and not-for-profit agencies will be charged a reduced rate for each room, provided the event is scheduled during normal business hours. *(A copy of the organization's tax status form may be required).*
- The standard rate will apply in any other instance as well as to all other organizations.#
- When fees are charged to participants, the regular fee schedule will be in effect unless Waycross College is an event co-sponsor.
- Fees will not be waived if use is to be outside of regular business hours and/or a technical support, security, or custodial staff member is required.
- Waycross College reserves the right to determine the classification of organizations.
- All fees must be paid no later than 14 days prior to the scheduled event.

**Waycross College NORMAL BUSINESS HOURS**

Mon. – Fri. 8:00 a.m. – 5:00 p.m.

**Waycross College SUMMER BUSINESS HOURS**

Mon. – Thurs. 7:30 a.m. – 5:00 p.m.

Fri. 7:30 a.m. – 11:30 a.m.

*(RATES ARE PER HOUR)*

<b>Facility</b>	<b>Capacity</b>	<b>Building</b>	<b>Standard</b>	<b>Non-profit*</b>	<b>Govt./Edu.**</b>
Classrooms	30 <i>(approx.)</i>	A, C, Dye	\$25.00	\$20.00	\$20.00
Classroom 211	65	A	\$50.00	\$35.00	\$35.00
Commons Area	75	A	\$50.00	\$35.00	\$35.00
Commons Area	75	C	\$50.00	\$35.00	\$35.00
Computer Lab	36 <i>(approx.)</i>	C	\$75.00	\$50.00	\$50.00
Auditorium	145	C	\$100.00	\$85.00	\$85.00
Commons Area	200	Dye	\$100.00	\$85.00	\$85.00
Gymnasium	350/600	PE	\$100.00	\$85.00	\$85.00
Pres. Dining Room <sup>^</sup>	40	Dye	\$3.00/person	\$3.00/person	\$3.00/person

# Facility fees will be waived if a Waycross College employee is the event coordinator.

\*Event must occur **during Waycross College's normal and/or summer business hours.**

\*\*Fee applies to events that occur **after Waycross College's normal and/or summer business hours.**

<sup>^</sup>Fee is added to meal price. President's Dining Room available for catered events. All other dining room requests must be approved by WC's Vice President for Business Affairs.

## **ADDITIONAL FEES**

### **CUSTODIAL FEE      \$10.00 per hour after normal business hours**

It is mandatory that a Waycross College representative be present thirty minutes prior to use, during use, and as long as required to return the facility to its pre-existing condition of cleanliness.

### **SECURITY FEE      \$10.00 per hour**

Activities requiring a Security Guard (at the discretion of the WC) will be assessed a fee.

### **TECHNICAL SUPPORT PERSONNEL FEE      \$20.00 per hour after normal business hours**

Activities requiring technical support staff (at the discretion of the WC) will be assessed a fee.

### **TECHNICAL SUPPORT SETUP FEE      \$25.00**

Activities requiring technical support setup in any of the facilities will be assessed a fee. Computer technology/setup fee will be confirmed with WC's Computer Services Department.

*The following fees may be applied at the discretion of a designated College representative:*

### **DAMAGE DEPOSIT**

A damage deposit, if required by the College, may be assessed and must be paid in advance. This fee will be refunded following the event if no damage occurs.

### **SUPERVISION FEE      \$20.00 per hour**

If on-site supervision by College staff is deemed necessary (at the discretion of WC), an additional charge will apply.

### **CLEANUP FEE      \$50.00 (minimum)**

If facilities are not left in the condition prior to the use of facilities, a charge will apply.

### **EQUIPMENT FEE**

A rental fee will be assessed for equipment used per each event. This fee may vary depending on equipment.