



Centralia College
Education Complex Non-Theatre Rental Use
Policy, Procedures, and Fee Structure
For Short-term Usage Only

PURPOSE

The Education Complex (EDC), completed in September 2001, is the result of a joint effort between Centralia College (hereto referred to as college) and the community to construct a facility that would meet the needs of internal and external constituents. The purpose of this policy is to provide a basis for determining use and maintaining the “state-of-the-art” capability of the facility to the extent possible. Because the local community contributed over one million dollars to the project, the college was able to expand the facility to meet a wider range of uses. It now becomes the college’s responsibility to operate and maintain the facility in a fashion that allows the maximum benefit to the taxpayers of the state of Washington for the longest possible period.

This policy is intended to meet the following Centralia College Board of Trustee policies:

End 1 – Improving people’s lives through life-long learning.

End 5 – Centralia College shall provide diverse multicultural, musical, theatrical, artistic, athletic, instructional, and social program experiences for life-long learning and community enrichment.

End 6 – Centralia College shall serve as a model of effective stewardship to the citizens of Washington state by prudently managing resources and effectively managing campus facilities.

OVERSIGHT

Oversight of this policy shall be the responsibility of the Vice President of Finance and Administration, in collaboration with the Vice President of Instruction and the Vice President of Student Services. The following staff will provide integral supporting roles in implementing this policy:

Technical Director	(Tony Petzold, ext. 557)
Custodial & Grounds Director	(Flossie Heymann, ext. 232)
Construction/Maintenance Director	(Gil Elder, ext. 434)
College Relations Director/Ticketing Services Director	(Don Frey, ext. 268)
Executive Assistant	(Julie Johnson, ext. 516)
FOM Program Coordinator	(Renee Lawson, ext. 291)

The primary contact for use shall be the Program Coordinator in the Facilities, Operations, and Maintenance Office (FOM) (ext. 218). Information regarding technical aspects and needs shall be directed to the Technical Director (ext. 557).

Rooms in the EDC shall not be scheduled for the following holidays (both external and internal use):

New Year's Day, Easter, Independence Day, Thanksgiving Day, and Christmas Day

Additional charges may be assessed for the following recognized state holidays:

Martin Luther King, Jr.'s Birthday, President's Day, Memorial Day, Labor Day, Veteran's Day, and the Friday following Thanksgiving.

The college reserves the right to deny facility rental to anyone based on historical experience or reference checks consistent with Federal and State laws.

DEFINITIONS

Facility Use Application Form – the form used to schedule a room in the EDC on a specified date. This provides the basis for cost estimation. (Appendix A)

FOM – Facilities, Operations, and Maintenance

Instructional Offerings – courses that are specifically tied to Centralia College curriculum.

Scheduling/Contracted – the date that is locked in by a signed application for a rental.

INSTRUCTIONAL USE

Scheduling of Facilities

The Instruction Office is responsible for scheduling all instructional offerings in the facility, including continuing education and credit bearing classes.

The FOM Program Coordinator is responsible for scheduling and determining all charges for non-instructional requests.

NON-INSTRUCTIONAL USE

All requests for non-instructional use will be handled by the FOM Program Coordinator.

Internal requests (i.e., Administration, Student Programs, and non-curriculum instructional use) will be handled as follows:

- Contact FOM Program Coordinator.
- Check availability of date and tentatively schedule.
- Complete Facilities Use Application (Appendix A) within five working days of request to confirm rental.
 - Notify FOM Program Coordinator if alcohol is to be served at the event.
 - Renter will supply a copy of Banquet Permit, if applicable.
- FOM Program Coordinator will review technical requirements, determine additional costs, if any.
- Additional charges for staff support outside the normal working shift may be billed at actual cost.
- Damages to facilities will be billed on repair or replacement basis.
- Charges will be handled via a charge-back request based on information from the Facility Use Application.

External requests will be scheduled through the FOM Program Coordinator and the following general procedures used:

- Contact FOM Program Coordinator.
- Check availability of date.
- Complete Facilities Use Application (Appendix A).
 - Notify FOM Program Coordinator if alcohol is to be served at the event.
 - Renter will supply a copy of Banquet Permit, if applicable.
- Date is scheduled.
- Program Coordinator at FOM completes estimated additional fees and notifies applicant.
- Applicant decides to continue with rental.
- Rental charges will be billed by the 15th day of the month following the event and are due upon receipt of billing.

- Damages to facilities will be billed on repair or replacement basis.

Base Rental Fee Structure Non-Theatre in the Education Complex 2002-2003

The following is the base fee structure for facility usage in the Education Complex (other than theatres):

The EDC shall not be scheduled for the following holidays (both external and internal use):

New Year's Day, Easter, Independence Day, Thanksgiving Day, and Christmas Day

Additional charges may be assessed for the following recognized state holidays:

Martin Luther King, Jr's. Birthday, President's Day, Memorial Day, Labor Day, Veteran's Day, and the Friday following Thanksgiving.

	<u>Room 103</u>	<u>Rooms 105 & 109</u>	<u>Rooms 108,113,115,116, & 216</u>
CLASSROOMS - Base Rental (no tech support provided)			
Commercial (for profit)	\$50/hour	\$40/hour	\$20/hour
Commercial (non-profit)	\$25/hour	\$20/hour	\$15/hour
Education (i.e., K-12 schools)	\$0/hour	\$0/hour	\$0/hour
Centralia College	\$0/hour	\$0/hour	\$0/hour

-No charge for county, state, federal, government, and school district use.

PLEASE NOTE: Use of technical equipment will be billed at \$25/hour and includes technician, one-hour minimum and only available during normal lab operating hours.

COMPUTER LABS Base Rental	<u>Rooms 203,205,207,209, & 211</u>
Commercial (for profit)	\$50/hour
Commercial (non-profit)	\$25/hour
Education (i.e., K-12 schools)	\$0/hour
Centralia College	\$0/hour

Fees will not be waived.

Governmental agencies will be reviewed on a case-by-case basis.

INTERACTIVE CLASSROOM	<u>Room 107</u>
(includes room rental, technician time, and setup of equipment)	
Commercial (for profit)	\$75/hour
Commercial (non-profit)	\$40/hour
Education (i.e., K-12 schools)	\$40/hour
Centralia College	\$25/hour (Tech time and setup only)

Fees will not be waived.

INCIDENTAL AREAS Base Rental (includes Baxter Plaza, lobby, and halls)

Commercial (for profit)	\$50/hour
Commercial (non-profit)	\$10/hour
Education (i.e., K-12 schools)	\$0/hour
Centralia College	\$0/hour

Additional charges may be applicable for custodian or maintenance staff requirements outside normal scheduled work.