

## Edmonds Community College

### I. ROOM RENTAL CHARGES FOR CAMPUS FACILITIES

TYPE OF FACILITY	Standard Room Rates		Discounted Room Rates		Plus
	1st 4 hours	Hourly Rate after 4 hours	1st 4 hours	Hourly Rate after 4 hours	Setup/ Clean Up Charges
<b>A. Classrooms and Meeting Rooms</b>					
Classroom	\$ 70	\$ 15	\$ 53	\$ 11	\$ 25
Conference Room	\$ 70	\$ 15	\$ 53	\$ 11	\$ 25
Snohomish Hall Board Room (SNH 304)	\$ 300	\$ 60	\$ 225	\$ 45	\$ 50
SNH 304A	\$ 200	\$ 40	\$ 150	\$ 30	\$ 30
SNH 304B	\$ 110	\$ 30	\$ 83	\$ 23	\$ 25
Mill Creek Room (music recording rooms)	\$ 75	\$ 45	\$ 55	\$ 35	\$ 25
<b>B. Conference Facilities</b>					
Triton Marketplace (BRI 103)	\$ 200	\$ 40	\$ 150	\$ 30	\$ 40
College Café (BRI 105)	\$ 175	\$ 35	\$ 131	\$ 26	\$ 40
TU 202*	\$ 500	\$ 80	\$ 413	\$ 60	\$ -
TU 202 A/B*	\$ 275	\$ 40	\$ 225	\$ 30	\$ -
Mulligan's	\$ 200	\$ 40	\$ 150	\$ 30	\$ 40
TU 120, 101, 200	\$ 70	\$ 15	\$ 53	\$ 11	\$ 30
TU Lounge	\$ 100	\$ 20	\$ 75	\$ 15	\$ 30
<b>C. Computer Labs</b>					
Computer Lab (PC)	\$ 400	\$ 100	\$ 300	\$ 75	\$ 50
Video Conference, ITV via ISDN only (hourly rate) **	\$ 100	\$ 100	\$ 50	\$ 50	cost

**\*The standard theater style set up for TU 202 includes 144 seats, microphone and podium and the standard banquet style includes 18 tables for 8, microphone and podium. Special requests will be charged \$75 for TU 202 and \$50 for TU A or B. \*\* Available through Central Washington University Lynwood (SQL Hall). Cost means University's distance learning fees.**

### II. Playing Fields/Gymnasium

Athletic Field Rental (hourly rate)	\$ 65	\$ 65	\$ 65	\$ 65	\$ 30
Athletic Field Rental (per game rate)	\$ 150	\$ 150	\$ 150	\$ 150	\$ 30
Indoor Hitting Facility (hourly rate)	\$ 55	\$ 55	\$ 55	\$ 55	\$ 15
Seaview Gymnasium (hourlyrate)	\$ 65	\$ 65	\$ 65	\$ 65	\$ 15
Concession Stand S105 (Indoor)	\$ 45	\$ 10	\$ 45	\$ 10	\$ 10
Seaview 101 Classroom	\$ 100	\$ 20	\$ 100	\$ 20	\$ 30
Seaview 119 Aerobics Room	\$ 100	\$ 20	\$ 100	\$ 20	\$ 30
Seaview 121 Weight Room	\$ 150	\$ 25	\$ 150	\$ 25	\$ 30

### III. BUSINESS AND TRAINING CENTER (BTC):

	Hourly	Daily
Computer Labs (up to 16 computers with one instructor station)	\$ 125	\$ 550
Large Classroom (capacity 28)	\$ 50	\$ 250
Conference Room	\$ 45	\$ 200

**\*Rates apply to all organizations. Daily rates for all are based on an 8-hour block of time. All rooms are subject to a minimum 2-hour booking.**

### IV. EDMONDS CONFERENCE CENTER: Hourly/Daily Rates\*

**\*Rates apply to all organizations. See Appendix B for detailed listing**

### V. AUDIO VISUAL EQUIPMENT

	Daily Rates	Hourly Rates	+ Supplies
Computer Usage and Data Projection in Classrooms	\$ 30		
Audio Visual (Media) Production		\$ 70	\$ 100
Technician (1 hour minimum and 15 increments thereafter)		\$ 40	
Up to 4 microphones	\$ 40		

<b>EDMONDS CONFERENCE CENTER: Hourly/Daily Rates</b>						
		Standard Room Rates		Non-Profit & College Organization Room Rates		Plus
		Hourly	8-Hour Block	Hourly	8-Hour Block	Kitchen Usage
Chrysanthemum Hall						
	Weekday (M-F)	\$ 160.00	\$ 1,120.00	\$ 120.00	\$ 840.00	\$150.00
	Friday Night (5p - 1a)	\$ 190.00	\$ 1,330.00	\$ 145.00	\$ 1,015.00	\$150.00
	Saturday (\$265 addl h	NA	\$ 1,855.00	NA	NA	\$150.00
	Sunday	\$ 190.00	\$ 1,330.00	\$ 145.00	\$ 1,015.00	\$150.00
	Holiday†	\$ 320.00	\$ 2,240.00	\$ 240.00	\$ 1,680.00	\$150.00
Rhododendron Room						
	Weekday (M-F)	\$ 70.00	\$ 490.00	\$ 55.00	\$ 370.00	\$ 50.00
	Friday Night (5p - 1a)	\$ 90.00	\$ 630.00	\$ 70.00	\$ 490.00	\$ 50.00
	Saturday	\$ 105.00	\$ 735.00	\$ 80.00	\$ 560.00	\$ 50.00
	Sunday	\$ 90.00	\$ 630.00	\$ 70.00	\$ 490.00	\$ 50.00
	Holiday†	\$ 160.00	\$ 1,120.00	\$ 120.00	\$ 840.00	\$ 50.00
Orchid Room						
	Weekday (M-F)	\$ 100.00	\$ 700.00	\$ 75.00	\$ 525.00	\$ 75.00
	Friday Night (5p - 1a)	\$ 115.00	\$ 805.00	\$ 90.00	\$ 630.00	\$ 75.00
	Saturday	\$ 145.00	\$ 1,015.00	\$ 110.00	\$ 770.00	\$ 75.00
	Sunday	\$ 115.00	\$ 805.00	\$ 90.00	\$ 630.00	\$ 75.00
	Holiday†	\$ 195.00	\$ 1,365.00	\$ 150.00	\$ 1,050.00	\$ 75.00
Half Orchid A or B						
	Weekday (M-F)	\$ 65.00	\$ 455.00	\$ 50.00	\$ 350.00	\$ 40.00
	Friday Night (5p - 1a)	\$ 85.00	\$ 595.00	\$ 70.00	\$ 490.00	\$ 40.00
	Saturday	\$ 95.00	\$ 665.00	\$ 75.00	\$ 525.00	\$ 40.00
	Sunday	\$ 85.00	\$ 595.00	\$ 65.00	\$ 455.00	\$ 40.00
	Holiday†	\$ 140.00	\$ 980.00	\$ 110.00	\$ 770.00	\$ 40.00
Entire Facility						
	Weekday (M-F)	NA	\$ 1,960.00	NA	\$ 1,470.00	\$150.00
	Friday Night (5p - 1a)	NA	\$ 2,345.00	NA	\$ 1,760.00	\$150.00
	Saturday	NA	\$ 3,080.00	NA	NA	\$150.00
	Sunday	NA	\$ 2,345.00	NA	\$ 1,760.00	\$150.00
	Holiday†	NA	\$ 4,025.00	NA	NA	\$150.00

## Black Box Theater Rental Rates.

These are the fees you pay for use of the facility and its furniture and equipment. All direct costs for staff (including staff to operate the equipment) and materials used are CHARGED in addition to the base fee and are due within 21 working days after an event.

	Non-Profit & College Organizations Room Rates	Standard Room Rates
DOWN DEPOSIT (Due with application)	\$ 250	\$ 250
THEATER PERFORMANCE (up to 5 hours)	475	\$525
THEATER PERFORMANCE (each additional hour)	60	\$80
THEATER REHEARSAL (up to 5 hours)	250	\$300
THEATER REHEARSAL (each additional hour)	50	\$80
THEATER BUSINESS MEETING (up to 4 hours)	300	\$300
THEATER BUSINESS MEETING (each additional hour)	50	\$50
LOBBY SPACE (up to 5 hours, after 5 an hourly fee will be charged-this includes set-up and decorating time )		
Less than 100 attendees	300	\$300
101 to 250 attendees	550	\$550
Over 251 attendees	750	\$750
LOBBY SPACE (each additional hour)	75	\$75

### STAFF/SERVICE/MATERIALS CHARGES

The House Manager is required for all events 1 hour prior and 30 minutes after public occupancy. The Technical Director is required for all theater events. When estimating time, please allow for one additional hour for Supervisory and Managerial staff duties before and after the event. Theater Management reserves the right to decide what staffing is necessary to safely produce an event. All personnel fees listed below are per hour with a minimum of four hours.

Technical Director	\$ 30
Stage Manager/ Manages stage crews during events or rehearsals	\$ 25
Sound operation or set-up	\$ 20
Sound Engineer (according to needed expertise)	\$30-\$40
Master Electrician/Light board operator	\$ 20
Electrician (Hang & Focus)	\$ 15
Fly/Stage hand for events and rehearsals	\$ 15
House Manager (required for all events)	\$ 20
Ticket Sales fee (per ticket, renter figures into ticket price)	\$ 1
Mailing fee (customer pays)	\$ 1
Internet fee (customer pays)	\$ 1
Bank fees for credit card charges will be billed to the renter at current rate	
Piano Tuning	\$ 200
Stage conversion (renter will establish stage layout with Tech. Director and costs will be determined at that time.)	
Special Maintenance Work/Cleaner (per hour)	\$ 20
Specialized items that must be rented	Prices will vary

Positions will be filled with a combination of professional, student, and community labor. Personnel rates may vary depending on the availability of workers for an event. Personnel hourly rates will not exceed above rates. Overtime will be charged after 8 hours worked in one day or for any work required between 12:00 AM and 6:00AM. OT rates are 1.5 times hourly rates. Holidays are based on state designated holidays.

Staffing and provisional decisions for each production will be made at the sole discretion of the Technical Director and guaranteed to the theatre by the renter.

## Monroe Hall (Material Science) Rental Rates.

These are the fees you pay for use of the facility and its furniture and equipment. All direct costs for staff (including staff to operate the equipment) and materials used are CHARGED in addition to the base fee. These charges will be billed on actual costs

TYPE OF FACILITY	Standard Room Rates		
	Hourly Rate		Daily Rate
	1st 4 hours	after 4 hours	
Metals Lab	\$250	\$62.50	\$500
Composites Lab	\$400	\$100	\$800
Classroom	\$100	\$25	\$200
Entire Facility (Monroe Hall)	\$750	\$187.50	\$1,500