

Edmonds Community College					
I. CAMPUS FACILITIES					
TYPE OF FACILITY	Regular Room Rates		Non-Profit Room Rates		Custodial Svc may be required
	1st 4 hours	Hourly Rate after 4 hours	1st 4 hours	Hourly Rate after 4 hours	
A. Classrooms and Meeting Rooms					Per Hour
General Purpose Classrooms	\$ 120	\$ 24	\$ 82	\$ 24	\$ 15
Conference Room (5-16 people)	\$ 109	\$ 24	\$ 82	\$ 24	\$ 15
Gateway 352 (Holds up to 70 people) (limited hours)	\$ 250	\$ 50	\$ 200	\$ 30	\$ 40
Snohomish 338 (Holds up to 49 people)	\$ 200	\$ 50	\$ 150	\$ 50	\$ 15
Mill Creek Room (music recording rooms) (varies; contact dept)	\$ 118	\$ 71	\$ 86	\$ 71	\$ 15
B. Conference Facilities					Set-up & Clean-up
WWY 202* (Holds up to 300 people)	\$ 750	\$ 150	\$ 600	\$ 100	custodial svc included
*\$50.00 fee for any set up request.					
C. Computer Labs					
Computer Lab (PC)** (varies; contact department)	\$ 624	\$ 156	\$ 608	\$ 130	
** Available through Central Washington University Lynwood (SQL Hall). Cost means University's distance learning fee.					
** Technical support fees may apply. Please inquire.					
Video Conference, ITV via ISDN only (hourly rate) ***	\$ 156	\$ 156	\$ 102	\$ 130	
*** Available through Central Washington University Lynwood (SQL Hall). Cost means University's distance learning fee.					
D. Vendor Space					
			Vendor rates are per/day 830-430pm		
Snohomish Lobby (SNH) or Courtyard (CRT) (varies)	\$ 45		\$ 45		
Vendors may be on campus 3 times per quarter - Fall, Winter and Spring quarters only. They must bring their own tables and chairs and are responsible for the safety of their merchandise.					
II. PLAYING FIELDS AND GYMNASIUM					
TYPE OF FACILITY	Standard Facility Rates		Game Rate (Field Time)	Day Rate	Admin Fee
	Hourly Rate	4 Hour Rate	3 hours	15 Hrs max	Per contract
Athletic Field (Up to 200 people)	\$ 75	N/A	\$ 175	\$ 750	\$ 30
Indoor Hitting Facility (Up to 60 people)	\$ 55	N/A	N/A	\$ 500	\$ 30
Outdoor Athletic Court (contact department directly)	\$ 20	\$ 60	N/A	\$ 100	\$ 30
Seaview Aerobics (SEA 119) Up to 35 people)	\$ 30	\$ 100	N/A	\$ 200	\$ 30
Seaview Classroom (SEA 101) (Up to 35 people)	\$ 30	\$ 100	N/A	\$ 200	\$ 30
Seaview Gymnasium (SEA 118) (Up to 900 people)	\$ 70	N/A	N/A	N/A	\$ 30
Seaview Weight Room (SEA 121) (Up to 25 people)	\$ 45	\$ 150	N/A	\$ 300	\$ 30
Additional Fees May Apply (Please contact the Athletic Department for additional information):					
<ul style="list-style-type: none"> • Overtime Fee (Billed twice the hourly rate for events that go over their scheduled request) • Site Supervisor (\$15hr) • Event staff if requested (\$10hr) • Scoreboard operators (\$10hr) • Custodial Fees (billed after the event) • Security (billed after the event) 					
There is limited custodial service on campus, and based on the expected headcount, additional workers may be brought in, at the renter's expense. This will be determined by our Facilities or Custodial Manager, and the renter will be notified if it becomes necessary either before or after the event.					
If Edmonds Community College views your activity as high risk, additional security may be required at the customer's expense. Please review the "Agreement to Indemnify" section of the contract.					

III. BUSINESS TRAINING CENTER (BTC):					
TYPE OF FACILITY		<i>Hourly</i>	<i>Daily</i>		
Computer Labs (up to 14 computers with one instructor station)		\$ 196	\$ 858		
Large Classroom (capacity 28)		\$ 78	\$ 390		
<i>*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.</i>					
IV. AUDIO VISUAL EQUIPMENT					
	<i>Daily Rates</i>	<i>Hourly Rates</i>			<i>Add'l Supplies</i>
Audio Visual (Media) Production		\$ 102			\$ 100
Computer Usage and Data Projection in Classrooms (per classroom per day)	\$ 47				
Technician (1 hour minimum and 15 minute increments thereafter, on weekends there is a 5 hour minimum)		\$ 59			

Black Box Theater Rental Rates

Fees listed include use of Black Box Theater and its facilities (Green Room, Dressing Rooms, and Lobby).

Equipment use is subject to approval of Theater Manager.

There is a minimum staffing requirement of one House Manager and one House Technician for all public events, and one house staff for private events, meetings, and rehearsals.

The Theater Director reserves the right to require additional staffing to ensure a successful event, and to ensure mutual safety of the facility, users, and patrons. All charges are due within 21 working days after an event.

The following rates are for single night use. Please inquire about extended usage rates.

EVENT RENTAL CHARGES AND FEES

The following rates are for single night usage. Please inquire about extended usage rates.

House Capacity: 175-225 depending on set up/event

	Campus/ Non-Profit* Rates	Each additional Hour	Standard Room Rates	Each additional Hour
DOWN DEPOSIT (Due with application)	\$ 250		\$ 250	
PUBLIC EVENT: Up to 5 hours Includes House Manager and one Technician	\$ 480	\$ 75	\$ 680	\$ 105
PRIVATE EVENT: Up to 5 hours With Technical Systems Includes one House Staff	\$ 425	\$ 75	\$ 625	\$ 105
TECHNICAL REHEARSAL RATE: Up to 5 hours Includes one Technician	\$ 375	\$ 50	\$ 425	\$ 80

CAMPUS USAGE ONLY (Per Theater Director's Approval)

CAMPUS SUPPORTED PUBLIC EVENT: Up to 3hours Includes House Manager and one Technician	\$ 385			
CAMPUS SUPPORTED PRIVATE EVENT: Up to 3 hours Includes one Technician	\$ 335			

LOBBY ONLY RENTAL

(Theater rental includes use of the lobby; however the lobby itself is also available on its own. Up to 4 hours, after 4 hrs an hourly fee will be charged; this includes set-up and decorating time.)

Max Capacity 100 attendees	\$ 300	\$ 75	\$ 300	\$ 75
With portable sound system (incl. one technician)	\$ 450	\$ 75	\$ 450	\$ 75

All rates are for 'as is' rental. Final rental fees are based on specific event needs and overages. Additional set up or restore time will be built into up-front cost of event and will be the determination of Theatre Management.

STAFF/SERVICE/MATERIALS CHARGES

Additional positions will be filled with industry professionals on a per need basis. 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.

	Per Hour (Minimum 4 hours)		
Design Services (Lighting, Sound, Scenic, or Costumes-consultation required)	\$ 40		
Additional Technician (Sound, Lighting, Stage Manager)	\$ 25		
Additional Theater Staff (ASM, Wardrobe, Box Office, Stage Hand, etc.)	\$ 20		
Ticketing Fee			
Per Ticket Fee (assumed by renter)	\$ 2		
Credit Card Fee (assumed by buyer)	13.40%	subject to change	
On Line Ticketing fee (assumed by buyer)	\$ 1.50		

Additional Fees

Stage conversion (renter will establish stage layout with Tech. Director and costs will be determined at that time.)			
Piano Rental/Tuning	\$ 250	Per Request	
Special Maintenance Work/Custodial	\$ 20	Per Hour	
Additional Classroom Space	Varies	Limited Availability	
Specialized items that must be rented	Varies		

*To qualify for non-profit rates proof of 501 © 3 OR non-profit status is required.

OT rates are 1.5 times hourly rates. Holidays are based on state designated holidays.

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
Classroom	\$100	\$25	\$200
Composites Lab	\$400	\$100	\$800
Entire Facility (Monroe Hall)	\$750	\$187.50	\$1,500