



**Facility Room Rental Rates
In Accordance with Policy 510**

	Hourly	Daily
Standard Classroom (up to 30 Seats)	\$ 65.00	\$200.00
Large Classroom (E 209, 214, P116, P136)	\$ 75.00	\$225.00
Multipurpose Room (123AB, E206-10)	\$100.00	\$350.00
Annex Lecture Hall/Lobby	\$125.00	\$400.00
PEC Medical Lab (P107)	\$100.00	\$350.00
Small Conference (230,P104, P150)	\$ 40.00	\$125.00
Large Conference Room (201, P155)	\$ 55.00	\$175.00
Room Set-Up Fee (see below)		\$ 75.00
Hourly Technology Set-Up Fee (if needed)		\$25.00

Rental Provisions:

Renting space at WCCC is an opportunity but not a right conveyed to any person or organization. Priority scheduling always is to be for the College and College-related events. In addition, priority for facilities rentals will be given to individuals or organizations that are compatible with the mission of the College. The College reserves the right to deny the rental of space in cases where the proposed event/program/class may adversely impact WCCC or its constituents or to entities that have left facilities with significant clean-up needs or any damages.

- 1) As Warren County Community College facilities are supported through non-profit public bonds, the College reserves the right to deny access to organizations intended to use College facilities for profit-making activities.
- 2) Warren County Community College is an AA/EEOC compliant institution. Use of its facilities shall be in compliance with existing federal and state requirements and Board of Trustee policy 510. All users of College facilities must comply with the College's Standard of Community Conduct.
- 3) Renters will be assessed fees in accordance with the rates listed above. Weekly rates may be available upon request.
- 4) A Technology set-up fee may be applied if access is needed for certain networked equipment (example, electronic workstation, ELMO, or smart board technology). Additional hourly charges may apply if a technician is required before or during the rental period to assist with technology needs. The using office must specify the need for technology assistance at least 24 hours ahead of time.

- 5) A room set-up fee may be assessed if usage requires a significant movement of furnishings or special accommodations are required (such as a stage, lectern or sound systems). The College will advise any potential renter of additional fees as part of the rental agreement.
- 6) Due to instructional needs, computer, science and simulation labs on the Washington campus are not available for rental for non-college sponsored activities. Computer laboratory rental is available on a case by case basis at the Phillipsburg Education Center. Outside organizations must adhere to all WCCC Technology Use policies and may not install their own software or disable any software or hardware.
- 7) Facility rentals are available during normal college hours of operation only.
- 8) The rental of space for facilities other than those listed above will be on a negotiated basis.
- 9) Because of the evolving needs of WCCC and its student organizations, no group may arrange for facility rental more than three months ahead of time. No rentals will be done towards the end of the fall semester or the week of graduation given the number of events that occur during that week.
- 10) Organizations are solely responsible for any security or public service costs related to events that are assessed by WCCC

Use by Non-Profit Organizations

- The President may waive all or a portion of the rental rates for non-profit or student organizations or on a case-by-case basis for organizations that are working on programs or activities in conjunction with the College.
- Due to the demand for the use of facilities, the rental of the Washington campus facilities is intended to be on an occasional basis. Non-profit groups that seek to rent facilities more than five times a year will be assessed room set-up rates for meeting use. At this time, there is no limit on room rental for non-profit organizations at the Phillipsburg campus.

Catering Services

- Outside groups may elect to have food catered through the WCCC vendor or any other vendor. Those using the WCCC vendor company must accept the vendor pricing per the catering menu. Outside groups that do not cover the cost of catering services will not be able to use WCCC facilities in the future.
- Outside groups may elect food to be provided by an outside organization. In that case, the outside group must ensure the room is clean of food and debris before it leaves or it will be assessed a clean-up charge.

Effective 9/18/2019