

FACILITY CONTRACT

ALPENA COMMUNITY COLLEGE

Phone (989) 358-7360 to confirm availability. Sign, date and FAX this completed form to (989) 358-7551

BUILDING AND ROOM NUMBER

Building Name: _____

Room #: _____

*Date needed: _____

AUDIO-VISUAL SERVICES

Fees Listed are Per Day. See Next Page for Complete List of Equipment Available

	Non-profit	Profit
<input type="checkbox"/> Easel/Pad/Markers	\$10.00	\$20.00
<input type="checkbox"/> Computer Projection System	\$40.00	\$80.00

ACCESS TO ROOM *(Charges May Apply – See Back)*

Please factor in your time for set-up and take-down.

Monday In: _____ Out: _____

Tuesday In: _____ Out: _____

Wednesday In: _____ Out: _____

Thursday In: _____ Out: _____

Friday In: _____ Out: _____

Saturday In: _____ Out: _____

Sunday In: _____ Out: _____

Scheduled Event Start Time: _____

VIDEO CONFERENCING SYSTEM

Video Room # _____

Staff technician will be used. *(See Next Page for Fees)*

MISCELLANEOUS SERVICES:

- Podium
- Microphone
- Food Service/Fremont Catering (989) 358-7216
- Special Room Layout (sketch below)
- Other Notes

GROUP/ACTIVITY INFORMATION

Name of Group: _____

Purpose: _____

Estimated Group Size: _____

CALL 1 WEEK PRIOR TO EVENT WITH EXACT GROUP SIZE (for room set-up)

Profit Non-Profit

Contact Person: _____

Address: _____

Phone: _____

Email: _____

Sketch room layout below *(Attach Sheets if Needed)*

Signature: _____

Date: _____

* All events must be scheduled at least one week in advance.

* If ACC closes due to inclement weather or other unforeseen circumstances, then all events on campus will be canceled.

ACC facility users agree to comply with all guidelines and user responsibilities. For more information, call (989) 358-7360. ACC may refuse use of facilities to any organization or individual failing to comply with ACC policies and procedures.

Alpena Community College is a Tobacco Free Campus. Vaping and all forms of tobacco use is prohibited.

ALPENA
COMMUNITY COLLEGE

ACC FACILITY CONTRACT FEE SHEET

NON-PROFIT FACILITY FEES (PER HOUR):

Item	Monday-Friday (7am-9pm)	Saturday (4 hour minimum)	Sunday (4 hour minimum)
Classrooms or Conference Rooms	\$0.00	\$25.00	\$35.00
Video Conferencing System Room	\$0.00	\$35.00	\$50.00
NRC Lecture Hall, BTC Commons, Granum Theater, & Fitzpatrick Hall	\$0.00	\$50.00	\$70.00
VLH Student Center	\$50.00	\$75.00	\$100.00
VCS Room Equipment	\$40.00	\$40.00	\$40.00
Computer Lab Equipment/Room	\$25.00	\$25.00	\$25.00
Theater Sound Technician	\$30.00	\$40.00	\$50.00
Theater Lighting Technician	\$30.00	\$40.00	\$50.00
Theater/VCS/Staff Technician	\$30.00	\$40.00	\$50.00
Large Groups (Extra Custodian)	\$25.00	\$30.00	\$45.00
Park Arena	\$50.00	\$50.00	\$70.00

Note: Food & Beverage must be provided by ACC. Contact Food Service at (989) 358-7216 for food and/or beverages.

FOR-PROFIT FACILITY FEES (PER HOUR):

Item	Monday-Friday (7am-9pm)	Saturday (4 hour minimum)	Sunday (4 hour minimum)
Classrooms or Conference Rooms	\$25.00	\$35.00	\$70.00
Video Conferencing System Room	\$35.00	\$50.00	\$100.00
NRC Lecture Hall, BTC Commons, Park Arena, Granum Theater, & Fitzpatrick Hall	\$50.00	\$75.00	\$100.00
VLH Student Center	\$75.00	\$100.00	\$125.00
VCS Room Equipment	\$85.00	\$85.00	\$85.00
Computer Lab Equipment/Room	\$50.00	\$50.00	\$50.00
Theater Sound Technician	\$30.00	\$40.00	\$50.00
Theater Lighting Technician	\$30.00	\$40.00	\$50.00
Theater/VCS/Staff Technician	\$30.00	\$40.00	\$50.00
Large Groups (Extra Custodian)	\$25.00	\$40.00	\$50.00

Note: Food & Beverage must be provided by ACC. Contact Food Service at (989) 358-7216 for food and/or beverages.

EQUIPMENT RENTAL FEES (PER DAY):

Item	Non-Profit	For-Profit
Easel/Pad/Markers	\$10.00	\$20.00
PA System	\$15.00	\$30.00
LCD Projector Only	\$20.00	\$40.00
LCD Projector	\$30.00	\$60.00
Computer Projection System	\$40.00	\$80.00
Smart Room	\$50.00	\$100.00
Piano Rental (Requires Piano Tuning)	\$30.00/hr.	\$30.00/hr.
Piano Tuning	\$100.00	\$100.00