

FACILITY CONTRACT

ALPENA COMMUNITY COLLEGE

Use this form to reserve a space at Alpena Community College. Please email the completed form to spencee@alpenacc.edu or fax it to (989) 358-7551 at least **one week before your event**. The Facilities team will confirm your reservation upon receipt or contact you if any adjustments are needed. See reverse side for associated fees. Required fields indicated by *

*DATE(S) NEEDED: _____

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

BUILDING AND ROOM NUMBER

Enter information if known.

Building Name: _____

Room #: _____

ACCESS TO ROOM

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: _____

GROUP/ACTIVITY INFORMATION

Name of Group: _____

*Profit

*Non-Profit

*Purpose: _____

*Group Size: _____

CALL 1 WEEK BEFORE EVENT IF GROUP SIZE IS DIFFERENT (for room set-up).

*Contact Person: _____

*Address: _____

*Phone: _____

*Email: _____

MISCELLANEOUS SERVICES

Please indicate whether you require each of the following items.

Yes No *Podium

Yes No *Microphone

Yes No *Computer

Yes No *Projector

Yes No *Video Conferencing System
for Remote Participation

Yes No *Food Service/Fremont
Catering (989) 358-7216

Yes No *Other Services/Notes
If yes, indicate services or special notes here.

Yes No *Special Room Layout
If yes, describe or sketch the room layout here or attach
a separate sheet if necessary.

*Signature: _____

*Date: _____

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 the use of facilities to any organization or individual that fails to comply with ACC policies and procedures.

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

ALPENA
COMMUNITY COLLEGE

FACILITY CONTRACT FEE SHEET

ALPENA COMMUNITY COLLEGE

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
PA System	\$15.00	\$30.00
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	\$130.00	\$130.00