

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: _____

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:* _____

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: _____

Signature _____

Date _____

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.

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"/> Overhead	\$5.00	\$10.00
<input type="checkbox"/> Conference Phone	\$10.00	\$20.00
<input type="checkbox"/> Portable Tripod/Screen	\$5.00	\$10.00
<input type="checkbox"/> Computer Projection System	\$40.00	\$80.00

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

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

ALPENA
COMMUNITY COLLEGE

ACC FACILITY CONTRACT FEE SHEET

NON-PROFIT FACILITY FEES (PER HOUR):

Item	Monday-Friday (7am-10pm)	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, Park Arena, & Granum Theater	\$0.00	\$50.00	\$70.00
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

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-10pm)	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	\$50.00	\$75.00	\$100.00
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)	N/A	\$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
Overhead Projector/Document Camera	\$5.00	\$10.00
Portable Tripod Screens	\$5.00	\$10.00
Stereo (w/Cassette & CD)	\$5.00	\$10.00
Conference Phone	\$10.00	\$20.00
Easel/Pad/Markers	\$10.00	\$20.00
PA System	\$15.00	\$30.00
Camcorder (w/ Tripod)	\$20.00	\$40.00
LCD Projector Only	\$20.00	\$40.00
Document Camera w/ LCD Projector	\$30.00	\$60.00
Computer Projection System	\$40.00	\$80.00
Smart Room	\$50.00	\$100.00