

# 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](mailto:spencee@alpenacc.edu) or fax it to (989) 358-7551 at least **two weeks before your event**. The Facilities team will confirm your reservation upon receipt or contact you of 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.

# **FACILITY CONTRACT FEE SHEET**

## **ALPENA COMMUNITY COLLEGE**

### **NON-PROFIT FACILITY FEES (PER HOUR):**

<b>Item</b>	<b>Monday-Friday (7am-9pm)</b>	<b>Saturday (4 hour minimum)</b>	<b>Sunday (4 hour minimum)</b>
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):**

<b>Item</b>	<b>Monday-Friday (7am-9pm)</b>	<b>Saturday (4 hour minimum)</b>	<b>Sunday (4 hour minimum)</b>
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):**

<b>Item</b>	<b>Non-Profit</b>	<b>For-Profit</b>
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