

**AGENDA ITEM 12.b.**

Facilities, Equipment, and Service Use Fee Schedule

**RECOMMENDED DIRECTIVE:** The Board of Regents hereby reviews and approves the Facilities, Equipment, and Service Use Fee Schedule (External Users), as presented.

**DISCUSSION:**

The proposed Facilities, Equipment, and Service Use Fee Schedule establishes standardized rates for external use of College facilities, equipment, and services, based on a cost-recovery model to ensure consistent and transparent application across all campuses. The Executive Committee (EC) reviewed and endorsed this proposal at its March 27 meeting.

The schedule aligns with Board Policy 7003 and supports the Facilities Operation and Maintenance Fund under Board Policy 7001, with revenues dedicated to the operation, maintenance, and sustainability of College facilities and equipment.

It introduces a simplified daily rate structure (up to eight hours) and improves clarity and consistency in implementation and financial management.

The proposed fee schedule includes:

Board Policy	Amendments or Deletions	Remarks
Board Policy No. 7003 – Facilities, Equipment, and Service Use Fee Schedule (External Users)	<ul style="list-style-type: none"><li>• Standardized daily rates (up to 8 hours) for all facilities and services</li><li>• Defined rates for equipment use (e.g., projectors, screens, laptops)</li><li>• Inclusion of vehicles and boats with authorized College operators</li><li>• Service fees (e.g., internet, cleaning)</li><li>• Elimination of informal or ad hoc fee arrangements</li><li>• Alignment with cost-recovery principles</li></ul>	The Administrative Procedure (AP7003) has been developed to support the operational implementation of this fee schedule, including coordination through the Procurement and Property Management Office (PPMO), approval authority, billing, and financial tracking. The AP is provided for reference and will be approved at the administrative level.

**ACTION TAKEN:**

**VOTE:**

\_\_\_\_\_ Approved as presented  
\_\_\_\_\_ abstain

\_\_\_\_\_ aye \_\_\_\_\_ nay

\_\_\_\_\_ Approved w/ modifications

\_\_\_\_\_ Disapproved

\_\_\_\_\_ Deferred to a later meeting

**DATE:** \_\_\_\_\_