

Facilities, Equipment, and Service Use Fee Schedule (External Users)

Category	Area/Item	Daily Rate (Up to 8 Hours)
CTEC Campus Gym	Gym	\$300
Generator Rental	Generator	\$200
Learning Resources Center	MITC Viewing Room 1	\$150
	MITC Viewing Room 2	\$150
Student Center Lounge	Lounge	\$150
Classrooms	Standard (No AC)	\$100
	Standard (With AC)	\$150
Computer Labs	Lab Use	\$480
Conference Rooms	Conference Room	\$150
Vehicles	14-Passenger Van (With Driver)	\$200
	25-Passenger Bus (With Driver)	\$300
Boats	Snapper 33 ft. (Operator, Fuel Not Included)	\$300
	Yamaha 23 ft. (Operator, Fuel Not Included)	\$100
Equipment	Laptop (per unit)	\$100
	Projector (per unit)	\$25
	Projector Screen (per unit)	\$25
	Flip Chart/Stand (per unit)	\$25
	Additional Tables (per unit)	\$10
	Additional Chairs (per unit)	\$1
Stage Platform	School Rate	\$250
	Other Organizations/Events	\$400
Services	Internet & Wi-Fi	\$200
	Cleaning Services	\$50

Terms and Conditions for Facility and Equipment Use

- All rates apply to external users and are subject to availability and prior approval by the College.
- Daily rate applies to a maximum of eight (8) hours of use within a single day.
- Use beyond eight (8) hours or outside normal operating hours may require prior approval and may incur additional charges.
- Additional charges may apply for technical support, security, setup, and breakdown.
- Use of vehicles and boats includes operator/driver only. Fuel costs are not included and are the responsibility of the user.
- Users are responsible for any loss or damage to College facilities or equipment during the period of use.
- A refundable deposit may be required prior to approval of use.
- All users must comply with applicable College policies, safety regulations, and local public health and sanitation requirements.
- Cleaning fees apply where facilities are not returned to their original condition.
- All reservations must be made in advance and confirmed in writing.
- Cancellations may be subject to fees depending on timing and incurred costs.
- All external use of College facilities and equipment is subject to this approved fee schedule unless formally waived by the College.
- Rates are established for cost-recovery purposes and may be adjusted by the College as necessary.