OFFICE OF CONTINUING EDUCATION
ROOM RENTAL FORM

* Standard Classroom: ☐ 4 hours ($100) ☐ 8 hours ($150)	Cost: $_____
* Computer Lab: ☐ 4 hours ($300) ☐ 8 hours ($600)	Cost: $_____
* Lab + Lab Attendant: ☐ 4 hours ($500) ☐ 8 hours ($1,000)	Cost: $_____
TECHNOLOGY CENTER	
* Standard Lecture Classroom A ☐ 4 hours ($150) ☐ 8 hours ($250)	Cost: $_____
* Standard Lecture Classroom B ☐ 4 hours ($210) ☐ 8 hours ($350)	Cost: $_____
* Lab A + Lab Attendant: ☐ 4 hours ($620) ☐ 8 hours ($1240)	Cost: $_____
* Lab B + Lab Attendant: ☐ 4 hours ($1240) ☐ 8 hours ($1400)	Cost: $_____
MULTI-PURPOSE BUILDING	
* ☐ 4 hours ($200) ☐ 8 hours ($275) One Venue (seating capacity of 50-75)	Cost: $_____
* ☐ 4 hours ($500) ☐ 8 hours ($750) Full Venue (seating capacity of 300)	Cost: $_____
ALLIED HEALTH BLDG – ANTHONY LEON GUERRERO	
* ☐ 4 hours ($200) ☐ 8 hours ($300) (seating capacity of 50)	Cost: $_____
* ☐ 4 hours ($200) ☐ 8 hours ($300) (seating capacity of 60)	Cost: $_____
Set up/Breakdown Fee ($100.00 per day) Comments: _____	Cost: $_____
Clean up Fee (per day): $50.00 x _____ days = $_____	Cost: $_____
Equipment Needed: ☐ Yes ☐ No * (Fee Schedule Attached)	Cost: $_____
Revenue BAC: _____	Total Cost: $_____

Date of Event: _____   Program: _____

Name of Organization: _____

Address: _____   Contact: _____

Telephone: _____ Fax: _____ Email: _____

Payment Amount Received: $ Balance: $
*Purchase Order Number (if applicable):
Purpose for Room Rental:
Seating Capacity:

Purchase Order must be received 7 days prior to the event date.

_____   _____
Contracting Organization Signature   Date

_____   _____
Assistant iDirector, Continuing Ed. & Workforce Development   Date

OFFICE OF CONTINUING EDUCATION
ROOM RENTAL AUDIOVISUAL CHECKLIST

Computer Labs include the following provisions:

1. Fully networked lab/classroom – seating capacity of twenty (20) students
2. Personal Computers for each student – 20 workstations
3. High speed access to the internet
4. White Board/chalkboard/markers
5. Tables and chairs
6. Air-conditioned rooms

Audiovisual Equipment Fees: *Please check needed items.*

☐	Flip Chart/Stand	$25.00
☐	Multi-Media Projector	$100.00
☐	Laptop Computer	$100.00
☐	Tape Recorder	$50.00
☐	TV/VCR	$50.00
☐	Visual Presenter (Elmo)	$50.00
☐	Overhead Projector	$25.00
☐	Other visual devices (Please specify below)	$25.00

(*example: DVD Player, Digital Camera, Laser Disc Player, etc.*)

_____

_____

_____

TOTAL: _____

Please indicate if assistance is needed for visual equipment when utilizing standard classroom.

☐ Yes   ☐ No

Note: Arrangements must be made 7 business days prior to the event to review equipment usage.

If equipment is returned damaged, lost or stolen lessee will be responsible for replacing equipment at the appraised value as determined by Materials & Management at GCC.

_____   _____

Signature   Date

Standard Operating Procedure (SOP) for Room Rental and Facilities Use

1. Interested non-profit organizations, public agencies or private parties must fill out the Room Rental Agreement. Continuing Education & Workforce Development (CEWD) staff and administrator must check to see that all information has been completed by prospective renter. Prior to confirmation of venue, CEWD staff must fill out the "Room Utilization Request" on MyGCC. The Student Support Services Administrator will send a confirmation email if the room is available. If the room is not available, the Administrator will provide alternate dates or alternate rooms that may be available to accommodate the group or party.

2. CEWD staff or administrator will inform the agency representative or renter that a 100% payment is required prior to the event. GCC accepts cash, check, credit cards (American Express, VISA, and MasterCard) or government purchase orders for Room Rental use. CEWD Staff will bill the agency or organization by providing an invoice. Once payment is submitted to CEWD, a receipt of payment will be provided to the rental party. In the event that any equipment is lost or damaged, there will be an additional deposit fee collected in the amount of $100 prior to the event of which will be reimbursed to the renter after the event.

3. CEWD staff or administrator will confirm with group whether a PA system or other multi-media equipment is needed for rental based on information provided on Room Rental Agreement. Groups may bring in their agency or organization's equipment for use at their conference, workshop or meeting. Only GCC Staff is allowed to hook up outside devices to speaker and multimedia system.

4. CEWD staff or administrator will confirm with group whether food and drinks will be served during their event. The group will be asked to ensure that all food and drinks are consumed inside the classroom or auditorium. Two large trash cans are available in the Multi-Purpose Auditorium and directly outside the exit doors for patrons. **Food and drinks are not allowed in any of the Computer Lab classrooms.**

5. CEWD staff or administrator will do a walk-through (usually a day prior to event is best) with an agency or renter to ensure that classroom or Multi-Purpose Auditorium is ready for scheduled date of use. CEWD staff or administrator will also inform agency or renter of the "No-Smoking, No Chewing Tobacco or Betel Nut" Policy on campus. A map will also be provided to organization representative for dissemination to conference, workshop or training participants outlining the designated smoking areas. GCC staff is responsible for checking out keys to open and lock doors of rooms being rented.

6. On the day of scheduled event, CEWD staff or administrator will stop in and check with organization representative to ensure that the facility requirements are complete. A GCC contact number will be provided for emergency questions or concerns. At the end or closing of the event, CEWD staff or administrator will ensure that all tables, chairs, rented equipment are accounted for, secured and placed back in order. All trash should be placed in trash cans and food taken out of the room.