

LAKE TAHOE COMMUNITY COLLEGE DISTRICT

REGULATION 7.27 E.

Board Policy Manual Section: 7.27 E. Public Use of District Facilities, Establishment of Rental Rates and Other Fees

A. Facility Use Fee Schedule

1. Use of District facilities shall be granted without charge to Lake Tahoe Community College District clubs and organizations and other related programs. In the case where additional District supervision is needed or expenditures are incurred, charges will be made based on actual expenses to the District (*Education Code* section 82542). LTCC can co-sponsor an event and waive facility use fee (but not application fee).
2. Use of District facilities by public agencies, senior citizens organizations, or other non-profit organizations, clubs or associations organized for cultural activities and general character building or welfare purposes shall be granted for a fee sufficient to pay the cost of supplies, utilities, and salaries paid District employees necessitated by such use of district Facilities (*Education Code* section 82542) as listed below. Certain agencies and organizations may qualify for a fee waiver based on one of the following criteria:
 - 1) Must be a donor of \$500 or more to the LTCCD Foundation within a given 12-month period (based on reporting from the Foundation). Organizations such as: AAUW, Optimist, Rotary, Soroptimist, etc. would qualify to have room rental (not application, equipment rental or set-up) fees waived;
 - 2) Character building youth groups such as: Boys & Girls Clubs, Boy Scouts, Girl Scouts, etc. would qualify to have all fees waived;
 - 3) Senior citizens organizations would qualify to have room rental (not application, equipment rental or set-up) fees waived;
 - 4) LTCCD-sponsored student clubs, advisory committees, events, and activities would qualify to have all fees waived.

All other profit and non-profit organizations will be charged all applicable fees.

Use Application Fee	\$25.00
Change Fee	15.00

<u>Facilities</u>	<u>Per Hour</u>
Board Room	40.00
Aspen Room	20.00
Classroom	15.00
Commons	50.00
Computer Lab	40.00 + aide or lab technician
Gymnasium	75.00
A106 Meeting Room	20.00
Outdoor Areas	20.00

Parking Lot Events	30.00/section/day
Student Center	50.00
Student Center (Creekside)	25.00
Theatre	50.00
Ledbetter Terrace*	\$125/hour for first two hours; \$100/hour for each hour after that

*No additional fee required for parking cars when renting the Terrace. No parking spaces may be reserved Monday-Thursday. Rental of the Ledbetter Terrace under this policy is for Monday-Thursday only. For Friday-Sunday rental, please contact the Foundation Office.

3. Profit-making organizations, organizations charging admission fees or soliciting contributions where the net receipts are not expended for the welfare of the students of the District or for charitable purposes, private individuals, and organizations not qualifying under *Education Code* §82542, will be charged a fee for the use of District facilities which shall not be less than the fair rental value as listed below:

Use Application Fee	\$25.00
Change Fee	15.00

<u>Facilities</u>	<u>Per Hour</u>
Board Room	75.00
Aspen Room	40.00
Classroom	30.00
Commons	100.00
Computer Lab	75.00 + aide or lab technician
Gymnasium	150.00
A106 Meeting Room	40.00
Outdoor Areas	50.00
Parking Lot Events	50.00/section/day
Student Center	100.00
Student Center (Creekside)	50.00
Theatre	100.00
Table on Campus	25.00 (per day)
Ledbetter Terrace*	250/hour for first two hours; \$200/hour for each hour after that

*No additional fee required for parking cars when renting the Terrace. No parking spaces may be reserved Monday-Thursday.

4. The college will charge additionally for equipment, custodial services, lab aides, technicians, supervisors, or other services rendered by the college for use of the facility.

The Board may, however, permit such use, without charge, by organizations, clubs, or associations organized for senior citizens and for cultural activities and general character building or welfare purposes, when such dues or contributions are accepted solely for the support of same or for the advancement of this cultural, character building or welfare work (*Education Code* section 82542).

5. Fees for the use of district audiovisual equipment on campus will be charged on a per use basis as listed below:

<u>Equipment</u>	<u>Daily Rate</u>
TV and VCR/DVD	\$25.00
Overhead Projector/Screen	10.00
Movie Projector	15.00
Slide Projector	10.00
Sound System	25.00
Computer with Projection System	75.00
Projection System only	50.00
Spin Bikes	TBD

6. In the case where the use of District facilities requires special set-up (i.e. risers, podium, theatre-style seating in the Commons or Board Room, picnic tables, furniture rentals, etc.), the charges will be determined by the Business Office based on actual costs incurred by the district including equipment rental and labor costs to set up and take down equipment and/or furniture.

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