



**General Fee Structure
for Facility Use
External (Non-Affiliated) Entities
COLUMBIA CAMPUS**

Columbia Building Codes:

CLEM (Frank G. Clement Building)
 GYM (W.J. "Billy" Webster Athletic Center)
 HS (Health Sciences Building)
 JSC (James H. Jones, Jr. Student Center)

WARF (Howard J. Warf Building)
 WLHB (Waymon L. Hickman Building)
 WRWB (William R. Walter Building)

Facilities	Capacity	Location	Hourly Charge* (2 hrs. minimum)	Daily Maximum Charge (8 hrs. maximum)
Classrooms	Varies	CLEM, GYM, HS, WLHB, WRWB, WARF	\$50	\$250
Cherry Theater	500	WLHB 151	\$150	\$900
Conference Room	12-15	WLHB 104	\$50	\$250
Jones Student Center				
Student Area**	150	JSC Dining Room	\$100	\$500
Napier Room**	20-25	JSC 141	\$50	\$250
Ledbetter Auditorium	200	CLEM 103	\$100	\$500
Library	12-15	City Room	\$75	\$300
Training Room	70	WLHB 123	\$80	\$400
Webster Athletic Center Gymnasium (add \$200 for floor covered by vinyl)	2000 (Floor- 500) (Bleachers -1500)	GYM	\$150	\$900
Athletic Fields			\$30	
JSC Plaza**				\$300
Circular Commons**				\$600

*Hours begin at set-up by the applicant/sponsor and end at pack-up of function.

**These facilities are not available except when the College is not in session.

COLUMBIA CAMPUS SERVICE CHARGES

Personnel Services	Charge
Gym Floor (cover and uncover)	\$200
Microphones and Speakers (set up)	\$65
Security	\$40/hr. (minimum of 4 hrs.)
Technician (Media, audiovisual, Distance Learning Support)	\$40/hr. (minimum of 4 hrs.)

➤ **Set-up and Tear-down**

Set-up requiring different table or chairs will incur a \$100 set-up cost.

➤ **Custodial Services**

Custodial requirements beyond trash removal or normal College care will incur a \$30 per hour fee with a minimum of 4 hours. Custodial service is not provided on weekends. If the User does not request cleaning and the facility is left in such condition that cleaning is required beyond what is customarily required by regular use of the space, a cleaning fee of \$100 per hour will be billed to the User/Applicant after the event.

➤ **Limited IT/AV Support**

Limited support during normal College business hours includes a technician being present for the beginning of the meeting/event and ensuring technology is working properly and being accessible during the event. If an IT or AV technician is needed on-hand for the entire event, or if its outside of normal College business hours, including evening hours, an additional charge of \$40 per hour will be assessed.

➤ **Security** is not provided.

➤ **Other fees** may be associated with an event. Charges may exceed those listed above if an outside contractor is used to deliver a service. Actual fees will be provided to the User prior to confirmation.

➤ **Parking** availability must be considered for all events that occur during regular class times.