

COLLECTION OF FEES FOR USE OF FACILITIES

Business Procedures provide guidelines for the use of facilities and the fee to be charged. The procedures to be used for collection of fees for use of facilities follow.

1. The amount of fees shall be determined by the Governing Board through the approval of a contract use permit, or;
2. The amount of fees shall be determined by the site granting the use in accordance with the schedule of fees for fair rental value (Exhibit A) or for cost (Exhibit B). The schedule of fees shall be reviewed by the Governing Board biennially. In these cases, the following procedure shall apply:
 - a. The site shall prepare an invoice for facility users. This is to be done on the first working day following the approved use, or the first working day following the last date of use in a series of approved dates. The invoices shall contain the name of the organization, application number, name of authorized agent, the address, date of use or uses, the facilities used and the fees charged for rental and/or salary costs. The site shall retain a copy of the invoice and file it with an approved permit form. The original invoice shall be forwarded to the user by the site.
3. Fees collected will be deposited as follows:

Site	GL Account
Contra Costa College	11-01-702050-683000-48851
Diablo Valley College	11-01-202050-683000-48851
Los Medanos College	11-01-302050-683000-48851

5. If necessary to void an invoice, all copies of the invoice shall be retained by the site.
6. Completed permits and invoices or receipts are to be retained by the site for one year following completion of the independent audit. They may then be destroyed.

SCHEDULE OF FEES – USE OF FACILITIES FOR FAIR RENTAL VALUE

Use of Facilities	Per Hour*
<input type="checkbox"/> Classroom.....	36.00
<input type="checkbox"/> Conference Room.....	36.00
<input type="checkbox"/> Laboratory.....	233.00
<input type="checkbox"/> Computer Lab.....	216.00
<input type="checkbox"/> Large Event Room (1).....	263.00
<input type="checkbox"/> Lecture Hall/Forum.....	233.00
<input type="checkbox"/> Performing Arts Center (2).....	288.00
<input type="checkbox"/> Performing Arts Center (rehearsal only) (2).....	90.00
<input type="checkbox"/> Recital Hall (3).....	56.00
<input type="checkbox"/> Restaurant/Dining Hall.....	108.00
<input type="checkbox"/> T.V. Studio.....	82.00

Gymnasium	
<input type="checkbox"/> Entire Gymnasium.....	205.00
<input type="checkbox"/> Entire Gymnasium and seating.....	251.00

Physical Education Classroom Building	
<input type="checkbox"/> Gymnastics Room.....	82.00
<input type="checkbox"/> Wrestling Room.....	82.00
<input type="checkbox"/> Dance Studio.....	44.00
<input type="checkbox"/> Weight Room.....	58.00

Other Athletic Facilities	
<input type="checkbox"/> Pool.....	350.00
<input type="checkbox"/> Pool with Lights.....	450.00
<input type="checkbox"/> Small Pool.....	66.00
<input type="checkbox"/> Football Field.....	350.00
<input type="checkbox"/> Football Field with Lights.....	450.00
<input type="checkbox"/> Track.....	104.00
<input type="checkbox"/> Track with Lights.....	173.00
<input type="checkbox"/> Baseball Field.....	150.00
<input type="checkbox"/> Softball Field.....	150.00
<input type="checkbox"/> Tennis Court (per Court).....	25.00
<input type="checkbox"/> CCC Soccer Field with Lights.....	318.00
<input type="checkbox"/> Other Athletic Field (4).....	150.00
<input type="checkbox"/> Concession Stand.....	33.00
<input type="checkbox"/> Parking Lot (For use other than parking).....	44.00
<input type="checkbox"/> Amphitheater or Quad.....	82.00

Use of Facilities	Per Use
Locker and Shower Room	
<input type="checkbox"/> With Gym, Stadium, Pool or other facilities.....	100.00

*One to four hours a day. Hours in excess of four will cost 50% of the above rate. Includes operational and maintenance costs necessitated by use of facilities (such as supplies, utilities and personnel services of regularly employed District staff members)

(1) Includes Fireside Building at Contra Costa College, Diablo Room at Diablo Valley College, and Student Center at Los Medanos College

(2) Knox Center at Contra Costa College

(3) Includes Music Studio at Contra Costa College

(4) Includes Batting Practice Room at Contra Costa College and soccer field at Diablo Valley College

Special Equipment Fee	Per Use
<input type="checkbox"/> Film Projector.....	29.00 plus labor charge for operator
<input type="checkbox"/> Slide Projector.....	29.00 plus labor charge for operator
<input type="checkbox"/> VCR Projector.....	29.00 plus labor charge for operator
<input type="checkbox"/> SMART Projector.....	29.00 plus labor charge for operator
<input type="checkbox"/> Computer.....	29.00 plus labor charge for operator
<input type="checkbox"/> Portable Public Address System.....	29.00 plus labor charge for operator
<input type="checkbox"/> Public Address System in Student Center or Gymnasium or other Permanent System.....	58.00 plus labor charge for operator
<input type="checkbox"/> Specialized services related to equipment (piano moving or tuning).....	Actual cost plus 10%

Labor Fees	
<input type="checkbox"/> Event Supervisor.....	Actual Cost
<input type="checkbox"/> Student Employees.....	Actual Cost
<input type="checkbox"/> Technician.....	Actual Cost
<input type="checkbox"/> Custodial.....	Actual Cost
<input type="checkbox"/> Facilities Setup.....	Actual Cost
<input type="checkbox"/> Other Employees.....	Actual Cost
<input type="checkbox"/> Police Services Officers.....	Actual Cost
<input type="checkbox"/> Reserve Security Officers.....	Actual Cost per hours plus 10%
<input type="checkbox"/> Specialized Services Related to Equipment.....	Actual Cost

Questions concerning fees to be charged should be directed to:

_____ Name

_____ Telephone

SCHEDULE OF FEES – USE OF FACILITIES FOR COST

Use of Facilities	Per Hour*
<input type="checkbox"/> Classroom.....	13.00
<input type="checkbox"/> Conference Room.....	14.00
<input type="checkbox"/> Laboratory.....	83.00
<input type="checkbox"/> Computer Lab.....	129.00
<input type="checkbox"/> Large Event Room (1).....	105.00
<input type="checkbox"/> Lecture Hall/Forum.....	101.00
<input type="checkbox"/> Performing Arts Center (2).....	127.00
<input type="checkbox"/> Performing Arts Center (rehearsal only) (2).....	64.00
<input type="checkbox"/> Recital Hall (3).....	43.00
<input type="checkbox"/> Restaurant/Dining Hall.....	70.00
<input type="checkbox"/> T.V. Studio.....	81.00

Gymnasium	
<input type="checkbox"/> Entire Gymnasium.....	123.00
<input type="checkbox"/> Entire Gymnasium and seating.....	173.00

Physical Education Classroom Building	
<input type="checkbox"/> Gymnastics Room.....	33.00
<input type="checkbox"/> Wrestling Room.....	36.00
<input type="checkbox"/> Dance Studio.....	36.00
<input type="checkbox"/> Weight Room.....	25.00

Other Athletic Facilities	
<input type="checkbox"/> Pool.....	120.00
<input type="checkbox"/> Pool with Lights.....	150.00
<input type="checkbox"/> Small Pool.....	44.00
<input type="checkbox"/> Football Field.....	162.00
<input type="checkbox"/> Football Field with Lights.....	254.00
<input type="checkbox"/> Track.....	91.00
<input type="checkbox"/> Track with Lights.....	122.00
<input type="checkbox"/> Baseball Field.....	130.00
<input type="checkbox"/> Softball Field.....	130.00
<input type="checkbox"/> Tennis Court (per Court).....	14.00
<input type="checkbox"/> CCC Soccer Field with Lights.....	173.00
<input type="checkbox"/> Other Athletic Field (4).....	93.00
<input type="checkbox"/> Concession Stand.....	13.00
<input type="checkbox"/> Parking Lot (For use other than parking).....	33.00
<input type="checkbox"/> Amphitheater or Quad.....	81.00

Use of Facilities	Per Use
Locker and Shower Room	
<input type="checkbox"/> With Gym, Stadium, Pool or other facilities.....	84.00

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<input type="checkbox"/> Computer.....	29.00 plus labor charge for operator
<input type="checkbox"/> Portable Public Address System.....	29.00 plus labor charge for operator
<input type="checkbox"/> Public Address System in Student Center or Gymnasium or other Permanent System.....	58.00 plus labor charge for operator
<input type="checkbox"/> Specialized services related to equipment (piano moving or tuning).....	Actual cost plus 10%

Labor Fees	
<input type="checkbox"/> Event Supervisor.....	Actual Cost
<input type="checkbox"/> Student Employees.....	Actual Cost
<input type="checkbox"/> Technician.....	Actual Cost
<input type="checkbox"/> Custodial.....	Actual Cost
<input type="checkbox"/> Facilities Setup.....	Actual Cost
<input type="checkbox"/> Other Employees.....	Actual Cost
<input type="checkbox"/> Police Services Officers.....	Actual Cost
<input type="checkbox"/> Reserve Security Officers.....	Actual Cost per hours plus 10%
<input type="checkbox"/> Specialized Services Related to Equipment.....	Actual Cost

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