



COCHISE COLLEGE

FACILITY USAGE FEES

FACILITY RENTAL (subject to availability)			
FACILITY	MAXIMUM CAPACITY	LENGTH OF RENTAL	RENTAL FEES
Douglas/Sierra Vista (seating capacity varies by campus)			
General Classrooms	20 - 30	1/2 Day Full Day	\$35 \$65
Computer Classroom/Science Lab (additional fees may apply)	15 - 20	1/2 Day Full Day	\$80 \$145
Video Conferencing Rooms (technician hourly fee included)	12 - 25	Per Hour	\$150
Douglas Campus			
Art Gallery Room (Room 510)	25	N/A	\$85
Governing Board Room	25	N/A	\$40
Little Theatre	139	1/2 Day Full Day	\$125 \$250
Room 501 A/B	75	1/2 Day Full Day	\$75 \$125
Cafeteria	200	1/2 Day Full Day	\$175 \$300
Gymnasium	N/A	N/A	\$600
Swimming Pool (summer only, 50 person maximum, 2 hour minimum, includes 2 lifeguards):	N/A	1/2 Day Full Day	\$150 \$300
Residence Halls (does not include linens)			
Double Occupancy	Per Person	Per Night	\$25
Single Occupancy	Per Person	Per Night	\$35
Apartment	Per Person	Per Night	\$55
Sierra Vista Campus			
Room 900	50	1/2 Day Full Day	\$60 \$85
Horace Steele Conference Room	50	1/2 Day Full Day	\$70 \$95
Library Commons (Limited availability; additional set up fees may apply)	300	1/2 Day Full Day	\$75 \$125
SUB Community Room (capacity dependent on configuration) (Limited availability; additional set up fees may apply)	150 - 200	1/2 Day Full Day	\$175 \$300
SUB Commons (Limited availability; additional set up fees may apply)	N/A	1/2 Day Full Day	\$75 \$125
Benson Center			
Classroom (single)	20		\$40
Classroom (two combined) (Capacity dependent on configuration)	40 - 80		\$100
Classroom (three combined, L-shaped) (Capacity dependent on configuration)	80-90		\$160
Classroom (four combined, auditorium style) (Capacity dependent on configuration)	200		\$240
Computer Lab	15		\$80
Conference Room	10		\$20
Willcox Center			
Classroom	16 - 32		\$40
Computer Lab	15		\$80

EQUIPMENT RENTAL

Rates per day with room rental only. Equipment may not leave the campus/center. Subject to availability.

Type of Equipment	Fee
35mm slide projector	\$20
Audio tape player/recorder	\$15
CD player/boombox/recorder	\$20
Laptop	\$75
Conference phone or webcam	\$25 per item
Digital recorder	\$50
Easel	\$5
Flip chart (includes paper and markers)	\$15
Internet connectivity (subject to availability)	No additional charge
LCD projector	\$50
Multi-media cart (includes computer/projector/screen/video/DVD/speaker	\$85
P.A. (Small...includes build-in speaker & one wired microphone)	\$30
P.A. (Large...required for groups of 40 or more, includes up to 4 speakers and 2 wired microphones. Technician hourly fee applies)	\$75
Portable screen (6 or 8 foot)	\$25
Portable screen (10 or 12 foot) * includes set up	\$50
Speaker	\$20
Video camera *include tripod. (Technician hourly fee applies)	\$55
Mixer	\$25
Wired microphone	\$25
Wireless or lapel microphone	\$30 each
Translator Equipment (30 headsets per kit)	\$50 per kit
Wireless clicker for presentations	\$5
DVD Duplication (non-copyrighted material only) *must provide blank DVD	\$5 each
Technician Fee	\$25 per hour

ADDITIONAL INFORMATION

1. Facility rental fees usually include basic utilities and standard custodial services, technician(s), and security during regular College business hours. The College may assess up to \$500 for set-up/clean-up for events on nights, weekend, and College holidays. Benson/Willcox Center events held after normal business hours will be assessed an additional \$25 per hour security fee with an additional hour for opening and closing the facilities.
2. College officials will assess the need for technicians(s) and charge fees accordingly.
3. Facility rental fees usually include equipment permanently installed in rooms.
4. Some areas may rent for 1/2 days. Full day is up to 8 hours, 1/2 day is up to 4 hours. *Typical 1/2 day is defined as 8 am - 12 pm or 12 pm - 4 pm. You may incur additional fees if event is longer than 8 hours.
5. Only the College's catering service may supply food for events at the Douglas or Sierra Vista Campus unless special arrangements are made prior to the event. The Benson and Willcox Centers do not maintain a private catering service and does allow outside food and drink. Arrangements for catering is the responsibility of the renter.
6. Only the College's security service may provide security unless special arrangements are made prior to the event with the Dean of Student Services.
7. The College may assess certain camps and conferences at a different rate as designated by College officials.
8. The College may assess fees for additional days for rehearsal and/or set up at 1/2 of regular fee schedule.

Prepared by J Wantz
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