



Attachment I

# THIS FORM IS DUE WITHIN 24 HOURS TO GUARANTEE YOUR RESERVATION

## FACILITIES REQUEST FORM ADMINISTRATIVE SERVICES CENTER

DATE SUBMITTED: ORGANIZATION:  
CONTACT PERSON: TEL. #: FAX #: EMAIL ADDRESS:  
ADDRESS:

NAME & NATURE OF EVENT:

ROOM PREFERENCE: AUDITORIUM [ ] BOARD ROOM [ ]

DATE OF EVENT: DAY: EVENT WILL BEGIN AT: END AT:  
/SET-UP - TIME: DATE: Any banners/signs must be hung at this time.

NUMBER OF PEOPLE: Final Count must be given 48 hours prior to event – NO LAST MINUTE CHANGES 1 HR. PRIOR TO EVENT!

SEATING ARRANGEMENTS: AUDITORIUM STYLE ( ) CLASS ROOM STYLE ( ) OTHER ( ) No decorations are to be hung from the light fixtures or wiring. No Silly String, no glitter. No open flame useage allowed in this facility.

MEAL ARRANGEMENTS: FOOD WILL BE SERVED ( ) FOOD WILL NOT BE SERVED ( ) To be provided by requestor.

JANITORIAL: YES ( ) NO ( ) Janitorial is necessary when food or drinks are served.

MEDIA SERVICES: YES ( ) NO ( )

POLICE ARRANGEMENTS: YES ( ) NO ( ) Police are required for large groups or after business hours.

TOTAL OF SERVICE FEE(S): \$

I, the undersigned, do understand that I or the group that I represent that in the event of damage, the district personnel or organization using the property will assume liability and will be billed for damages and cannot hold the El Paso Community County College District liable in case an accident or injury should result during the use of the facilities. Person(s) and groups not following the guidelines set forth in this room request may be denied future events at this facility.

Requestor's Signature Date APPROVED: MARKETING/ SPECIAL EVENTS COORDINATOR DATE

**\*This contract is non-binding until all applicable fees have been paid - no later than 24 hours prior to event.**

**Administrative Service Center  
Auditorium, Board Room and Foyer  
Facility Use Fee Schedule**

**ROOM CHARGES**

**FOYER:**

Weekdays (no holidays), 8:00 a.m. – 5:00 p.m. ----- \$125.00 – per day charge (\$62.50/half)  
 Weekdays (no holidays) after 5:00 p.m. and Saturday ----- \$187.50 – per day charge (\$93.75/half)

**BOARD ROOM:**

Weekdays (no holidays), 8:00 a.m. – 5:00 p.m. ----- \$250.00 - per day charge (\$125.00/half)  
 Weekdays (no holidays) after 5:00 p.m. and Saturday ----- \$375.00 - per day charge (\$187.50/half)

**AUDITORIUM:**

Weekdays (no holidays), 8:00 a.m. – 5:00 p.m. ----- \$350.00 – per day charge (\$175.00/half)  
 Weekdays (no holidays) after 5:00 p.m. and Saturday ----- \$475.00 – per day charge (\$237.50/half)

One to four hours is considered half a day and the charges will be half of the rate above. Five hours and above is considered a full day's room charge.

**PERSONNEL CHARGES**

**POLICE OFFICER (PER OFFICER)** ----- \$32.00 – per hour charge per officer plus 30 min. charge (for opening and securing the facility/s).

**CUSTODIAL** For Clean Up after Event: M – F (8a – 5p) ----- \$30.00 – one time charge

**CUSTODIAL** For Clean Up after Event: 5:01p or Saturday ----- \$90.00 – one time charge

**CUSTODIAL PER PERSON** Working During Large Event: -----

Event: M – F (8a – 5p) \$30.00 – per person per hr.

Event: M – F (5:01p-) \$90.00 - per person per hr.

**TECHNICIAN** is needed when EPCC equipment is used ----- \$25.00 – per hour plus one hour for set-up / tear down

**MAINTENANCE SET-UP** ----- \$45.00 minimum – per man for set-up  
 (tables and / or chairs set-up, hanging banners, etc.)

**AUDIO VISUAL EQUIPMENT - SEE EQUIPMENT RATE CARD**

**EQUIPMENT RATE CARD**

<b>QUANTITY</b>	<b>EQUIPMENT</b>	<b>UNIT COST PER EVENT</b>	<b>TOTAL COST</b>
	PODIUM/MIC	\$20.00	
	SOUND SYSTEM IS NECESSARY -	\$75.00	
	16/24 CH MIXER		
	PODIUM	NO CHARGE	
	MICROPHONE W/TABLE or FLOOR STAND	\$25.00	
	WIRELESS MICROPHONE	\$25.00	
	CASSETTE PLAYER/ RECORDER	\$25.00	
	CD PLAYER	\$25.00	
	VHS PLAYER/ RECORDER	\$25.00	
	VIDEO PROJECTOR – LCD	\$50.00	
	PROJECTION SCREEN		
	FRONT PROJ. - TRIPOD SCREEN 70”X70”	\$20.00	
	REAR PROJ. - 10’X10’	\$50.00	
	REAR PROJ. – 14’X14’	\$75.00	
	SOUND SYSTEM – 32 CH MIXER	\$100.00	
	LAPTOP	\$50.00	
			<b>TOTAL (from above)</b>
			\$

**TECHNICIAN – TECHNICAL SUPPORT CHARGE APPLIES (\$25 PER HR. TO INCLUDE SET UP)**

Yes ( )      No ( )

**FACILITIES USE FEE ALLOCATION BY ACCOUNT**

<u>SERVICES</u>	<u>USAGE FEE</u>	<u>ACCOUNT</u>
Security	\$	
Maintenance (Furniture set-up)	\$	
Janitorial	\$	
Technical Support	\$	
Equipment Rate Card	\$	
Room Charge	\$	
<b>Total Service Fee(s):</b>	\$	

If other fee(s) are added later, please use form below for adjustments.

<u>SERVICES</u>	<u>USAGE FEE</u>	<u>ACCOUNT</u>
Security	\$	
Maintenance	\$	
Janitorial	\$	
Technical Support	\$	
Equipment Rate Card	\$	
Room Charge	\$	
<b>Total Service Fee(s):</b>	\$ _____	

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