

## **3.02 FACILITIES USE**

Update Approved by Administrative Council on December 27, 2022

Fee Schedule approved by the Board of Trustees on July 12, 2007, Motion 07-12-01

Supersedes Fee Schedule approved by the Board of Trustees on 11/18/04,  
Motion 04-11-01

- 3.02.01 [Facility Availability](#)
- 3.02.02 [Administrative Control](#)
- 3.02.03 [Requirements and Conditions of Facilities Use](#)
- 3.02.04 [Group Tours](#)
- 3.02.05 [Appendix 1: Ongoing/Extended Use](#)
- 3.02.06 [Appendix 2: Facilities Use Classifications](#)
- 3.02.07 [Appendix 3: Non-State Supported Spaces](#)
- 3.02.08 [Appendix 4: Conference Center](#)
- 3.02.09 [Appendix 5: Fee Schedule](#)

### **Policy**

[3.02 Facilities Use Board Policy](#)

### **Practice**

Yakima Valley College (also referred to as "YVC", "college", or "institution") is a public institution of post-secondary education which offers low cost educational opportunities and services to all people.

The college is a student-oriented institution which has as its primary mission offering instruction in adult basic education, professional/technical, and academic transfer courses, as well as educational, cultural, and recreational community services. The college seeks to meet its mission by offering programs during the day, evenings and weekends at locations throughout the district.

Campus facilities may be rented to individuals, groups, vendors, organizations, agencies (also referred to as "user" or "users").

#### **3.02.01**

#### **Facility Availability**

[3.02.01 Facility Availability](#)

#### **3.02.02**

#### **Administrative Control**

[3.02.02 Administrative Control](#)

The administrative regulations and procedures and current schedule of fees may be obtained in the following appendix and/or at the office of the designated Facilities Scheduler.

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**3.02.03.01 Policies****3.02.03 Requirements and Conditions of Facilities Use****1. Access and the Right to Use Facilities****3.02 FACILITIES USE**

Keys to institutional facilities shall be governed by the institution's key procedure ([1.17 Key and Security Access System](#)).

**2. Denial of Facilities**

Yakima Valley College reserves the right to deny use of facilities to any individual or group dependent upon time and space availability, as well as regulations set forth elsewhere in this document which govern user priority determination and limitations on use. In addition to these constraints, the college may, at any time, deny the use of facilities to any individual or group based upon any of the following reasons:

- a. The requested facilities and/or the necessary personnel to operate them are unavailable or exempt from use at the requested time.
- b. The applicant and the college are unable to reach agreement on terms and conditions for the requested use.
- c. If, in the opinion of the college President or his/her designee, the adult supervision is not sufficient to safeguard college properties and other individuals who may be on campus during the hours requested by the applicant or if the requested use would be likely to substantially disrupt the normal operations of the college.
- d. The requesting group or individual has, in the judgment of the college, previously abused or failed to meet the conditions of a facilities use agreement.
- e. If the activities of the individual or group requesting use of the facilities are inconsistent with the purposes and objectives of the college or are incompatible with previously scheduled activities.
- f. If the activities of the individual or group requesting use of the facilities are inconsistent with the designed use of those facilities for college purposes.
- g. If actions resulting from such application or permission constitute unlawful activities, violate college policy, or if in the judgment of the administration of the college, actions resulting from such application or permission present imminent danger of unlawful activity.
- h. If the individual or group requesting facilities advocates changes of the government by unlawful means.
- i. If a prospective user discriminates in selecting its members or employees or restricts attendance not in accordance with YVC's non-discrimination statement.

- j. Private groups competing with the college in course offerings may not be eligible for use of college facilities.

### **3. College Non-Endorsement Disclaimer**

Authorization for use of college facilities shall not be considered as endorsement of or approval of any group or organization nor the purposes they represent. Any event flyers/promotional material must include the following non-endorsement disclaimer "This event/activity and any organizations mentioned in this posting are not affiliated with or endorsed by Yakima Valley College. YVC association is listed for informational purposes only."

### **4. Facilities/Event Supervision Requirements**

The college reserves the right to require that a staff person represent the college at any meeting or event held in college facilities. This college representative has final authority and responsibility for such areas as room use, set-up, clean up, equipment use, food and beverage service, liquor law and regulation compliance, individual and group conduct, security, performance supervision, agreement compliance, and adherence to District policy. Such services shall be paid for by the using organization at the currently established rate, which may include overtime. Unless otherwise provided by contractual agreement, an authorized member of the staff shall be available at all times when college facilities are in use by any group. The staff person should be contacted to correct problems in the operation of any facility in use. The staff person will report any damage or misuse of the premises to the using organization and the college administration. If service beyond that normally scheduled is required as a result of any meeting or event, such time shall be paid for by the using organization at the currently established rate.

### **5. Liability**

In consideration of the permission granted to the user of college facilities and the fee charged by the college for use of its facilities, the user shall release the college and its agents, employees or officers, from all debts, claims, demands, damages, actions and causes of action whatsoever, which may occur as the result of the use of college facilities. The user shall further agree to protect, indemnify, and hold harmless the District, college, and its agents, employees and officers from any claims, demands, actions, damages or causes of action directly or indirectly arising out of the use of the facilities or premises. Any group or individual applying for the use of a college facility shall accept financial responsibility and liability. Application for a college facility shall constitute acceptance by said group/individual of the responsibility stated above and willingness to comply with all rules and regulations regarding the use of college facilities.

The user of college facilities must provide a certificate of insurance listing the State of Washington/Yakima Valley College as the additional insured for the date of the event with a general insurance liability limit of \$1 million for each occurrence with an aggregate of \$3 million. The \$3 million aggregate coverage may be reduced to \$2 million for limited risk events. Approval for the reduced aggregate coverage must be obtained from the Vice President for Administrative Services. Any applicant requesting such a reduction must submit the [Facilities Use Liability Request Form](#). It is not sufficient for the vendor to provide a copy of their current insurance that does not list the State of Washington/YVC as the additional insured.

The certificate of insurance must be furnished before any rental agreement will be consummated. Proof of coverage should be presented at least ten working days prior to the date of the event.

The user organization is responsible for and shall be liable for any repairs or replacement occasioned or made necessary by negligence or misuse of the facility. The college may determine the need for a guarantee deposit and the amount of that deposit to be left with the college. Damage to any college property, during and by reason of the occupancy of the premises by the user, shall be paid from this guarantee deposit. The balance, if any, shall be returned to the organization making the deposit. If the guarantee deposit is not sufficient to cover the damage, or no deposit was required, the group using the facilities will be billed for the difference or the full amount, whichever is appropriate.

In the event of property damage, the user shall be responsible to pay the cost for repair(s) of the damaged property as determined by the college. Adult leaders of using organizations shall remain with and be responsible for the conduct of their groups.

It is the user's responsibility to see that fire regulations prescribing room capacity limitations are met and that contingency or overflow plans be made and implemented as needed. The user is solely responsible for stolen equipment, personal belongings, currency, and merchandise. The college will not provide reimbursement for such situations. However, should college owned or rental property be stolen while in use by an organization, that organization shall be responsible for replacement or reimbursement of the stolen item(s).

In all cases where use fees are not charged by the college, the user shall put in order any facility used by them before leaving the premises. Cleaning fees may be assessed if the user fails to comply with this requirement. The user is liable for equipment and the condition of the facilities whether or not a use fee is paid.

### **6. Limitations of Facilities Use**

Yakima Valley College shall have the right to impose limitations upon the use of college facilities. Restrictions shall include, but are not limited to, the following:

- a. No decorations or the application of materials to walls, ceilings, or floors which will mar, deface, or injure these surfaces are permitted. The user is required to arrange for the disposal of decorations, materials, equipment, furnishings, or rubbish left after the use of college facilities. Failure to comply with this regulation will result in the user being billed for the expense to remove such materials. Decorations and materials may only be affixed using painter's tape.
- b. Behavior which may endanger persons or property (including but not limited to fireworks, bicycle riding, skateboarding, climbing on buildings, and other such activities), or other conduct including language which is objectionable in the judgment of the college shall not be allowed.
- c. College owned furniture and equipment shall not be removed from buildings or moved to different rooms. All moving of furniture and equipment shall be done under the supervision of and authorized by Facility Operations and/or Technology Services personnel.

- d. In accordance with [RCW 42.17A.555](#), Use of public office or agency facilities in campaigns -- Prohibition -- Exceptions, which prohibits public agencies and employees from using or authorizing use, either directly or indirectly, of public property or facilities for the purpose of assisting a campaign for the election of any person to office or for the promotion of or opposition to any ballot proposition, college facilities may not be used for purposes of political campaigning by or for candidates who have filed for public office. For student-sponsored activities, reference their rules.
- e. Use of audio amplifying equipment is permitted only in locations and at times that will not interfere with the normal conduct of college affairs as determined by the appropriate administrative officer.
- f. If a college facility abuts a public area or street, and if student or other activity, although on public property, unreasonably interferes with ingress and egress to college buildings, the college may choose to impose its own sanctions and remedies that might be available through local law enforcement agencies.
- g. In the case of dances, concerts, or other forms of entertainment where a license is required, the user will provide copies of all permits necessary for the event.
- h. The user is responsible for any and all liability arising from the consumption of alcohol. Preapproval is required from the college President or his/her designee(s) for all events where alcohol will be consumed. Any applicant requesting alcohol approval must submit the [Facilities Use Alcohol Request Form](#). Any user who is allowing the consumption of alcohol during the period of use of the facility is responsible for any and all liability.
- i. State law relative to public institutions governs the use or possession of intoxicants on campus or at college functions. The use or possession of unlawful narcotics or drugs, not medically prescribed, on college property or at college functions, is prohibited. Students under the influence of intoxicants, unlawful drugs or narcotics while in college facilities shall be subject to disciplinary action.
- j. The use of tobacco products is prohibited on college property except in designated smoking areas. ([4.20 Smoking and Tobacco Use](#))
- k. Games of chance and lotteries shall not be permitted except as prescribed by law and with prior approval of the college.
- l. Rules regarding weapons on campus are available in [WAC 132P-136-150](#).
- m. Animals are prohibited from college buildings and events. Exceptions are described in [WAC 132P-136-190](#).
- n. Food and beverage service must be arranged an off-campus food service vendor on YVC's [Food Service Vendor List](#) maintained by the Purchasing Department. All events shall be scheduled through the customary procedures. College and non-college groups must coordinate selling or

giving away food products on campus with the Food Service Liaison. ([see 1.14 Food Service](#))

- o. The college recognizes First Amendment rights and freedom of assembly. Rules regarding First Amendment activities are available in [WAC 132P-142](#).
- p. The college reserves the right to review and approve any and all publicity for any event taking place on campus. Publicity must state exactly who is sponsoring the advertised event. Such publicity must state that Yakima Valley College is not sponsoring or endorsing the event. All publicity will be reviewed for approval by the designated facilities scheduler in conjunction with Community Relations office. Please refer to YVC's [2.15 Posting and Publicity](#).
- q. Users agree to comply with requirements in YVC's Non-Discrimination Statement and commit that they will not discriminate against individuals based on their race, color, creed, religion, national origin, sex, sexual orientation and/or gender identity, age, marital status, disability, honorably discharged veteran or military status.

## **7. Non-State Supported Spaces**

A Non-State Supported Space is a space that does not receive state funding for maintenance and operations. Spaces that fit within this category must generate revenue through facilities rental to stay operational. For scheduling of Non-State Supported Spaces see [Appendix 3](#).

### **3.02.03.02 Procedures**

#### **1. Application**

[Complete Facilities Use Application form online](#) on the college website. Any use of campus facilities must be coordinated and approved by the designated Facilities Scheduler consistent with the terms and conditions of this policy. Application for the use of facilities and grounds should be made no later than 10 working days prior to the date the event is scheduled to occur.

The college has the expressed authority to accept or deny this agreement. Execution of this agreement does not guarantee that you will be assigned a space at the college. Reservation commitments are not final until approved by the appropriate administrator.

#### **2. Processing**

The designated Facilities Scheduler will be responsible for coordinating the scheduling of campus facilities and assuring that forms are processed by the appropriate approval components of the college; e.g., the scheduling of facilities will be processed through the office of the Facilities Scheduler. No event will be considered authorized until the applicant receives approval from the Facilities Scheduler. The following procedure will apply to the processing of all facilities use requests:

- a. The Facilities Scheduler will direct users to the [Facilities Use Policy](#) & [Facilities Use Application](#). Campus users can find the information online on the portal.
- b. The applicant will complete the [Facilities Use Application](#) online. The application form should include all request details including total event setup and take down time, room setup details and technology needs.
- c. Upon receipt of the Facilities Use Application form, the Facilities Scheduler will obtain any additional information required, and building or event clearances. Facilities will be scheduled, and a confirmation and event quote will be forwarded to the user along with any applicable college departments.
- b. When Facility Operations/Technology Services and/or other applicable departments receive the confirmation from the Facilities Scheduler, staff availability and projected staff time will be determined by the appropriate area manager.
- c. Users will be notified in advance of any required fees or deposits based on the fee schedule listed in the policies and procedures. Users will be billed **after** the date of the event.
- d. Following the actual use date indicated on the Facilities Use Confirmation, the Facility Scheduler will generate the billing invoice and forward to the Business Office. The Business Office will process the invoice and mail to the user.
- e. This procedure applies to all individuals and groups, including all employees and students of the college.
- f. Failure to comply with these requirements may result in the denial of the application.

### 3. Non-Assignment

A facilities rental agreement is non-assignable. Only the user, as named in the facilities rental agreement, may use the facilities and only under the conditions defined in the agreement.

### 4. Reservation Changes

Requests for changes to scheduled reservations must be done in writing at least 10 business days prior to the start of the event and are subject to availability. Changes that result in the cancellation of a portion of the contract are subject to event cancellation fees for that portion at the rates established in this procedure.

### 5. Cancellation

The college reserves the right to cancel the Facilities Rental Agreement at any time and to refund any payment made to the college when it deems such action advisable and in the best interests of the college. The college may terminate an agreement immediately and without notice upon discovery of a violation of any term, condition, or provision of this policy. Additionally, an agreement may be terminated



immediately if, in the judgment of the administration, imminent danger exists or unlawful activity is practiced by the using organization.

Event cancellation is subject to the cancellation fee at current rates listed in the fee schedule. When a contract is cancelled in writing 30 days or more prior to the reserved date, no cancellation fee will be charged and any deposit paid will be 100% refunded. Cancellations received between 15 and 29 days prior to the reserved date will be charged one-half of the total rental costs. Full rental costs will be charged for cancellations received 14 days or less in advance of the reserved event date.

## **6. Available Services**

### **a. Setup**

If the user requests any setup scheme other than the standard or default setup for the room, the user shall be charged the listed or non-standard setup rate, or a custom rate at a cost designated by the department(s) for services rendered in setting up the room and returning it to its default setup.

### **b. Storage**

Supplies may be stored at a monthly rate. See storage fees in fee schedule.

### **c. Location Reservation**

When allocating the use of these college facilities, the highest priority is given to the college events or events that relate to the college's mission. For example, an external event may be displaced and/or cancelled for an internal college event.

### **d. Custodial Service**

The college provides routine custodial service during normal working hours. However, users of college facilities are required to remove at their expense, materials, equipment, furnishings, and rubbish left after their use of the facilities. Any custodial service required, in addition to the routine service normally provided, shall be paid by the user at current rates. The college reserves the right to assess additional custodial cleaning charges at current rates after the event as needed.

### **e. Authorized Personnel**

At least one authorized representative of the college is required to open college facilities, be scheduled to work during the entire period of use, and close the facility. This college representative shall be on duty for the protection of college property, to enforce college policies and regulations, render first aid, and direct vehicular traffic. Representatives, unless otherwise arranged/required will not be present in the facility during the period of use. Additional personnel may be required based on the nature of the activity or the number of participants. The college does not guarantee 24/7 services.

The user of college facilities is not entitled to additional security services except by contract. In cases where security services are needed the college will charge users security fees at current rates at its discretion.

### **f. Food Service**

All arrangements for food service must be made at the time of initial request. Arrangements for food service may be made with an approved off-campus food service vendor on YVC's [Food Service Vendor List](#). Please note the food service and use considerations in the section of Limitations of Facilities Use in this document. Users may contact a food service vendor that is not on this list for catering services;



however, the user must ask the vendor to provide YVC with their business license and a certificate of insurance. Documents must be submitted at least 10 business days in advance of the event to YVC's Purchasing Department at [purchasing@yvcc.edu](mailto:purchasing@yvcc.edu) for consideration and approval to cater events on campus.

g. Media Equipment

The college does not loan equipment from the Media Center to non-YVC individuals. The Media Center may provide limited assistance for YVC events through direct arrangement with the Library/Media Director and the Media Center staff.

h. Technology

All technology requests, including computers, peripherals and software, must be arranged at the time of the initial request. The college may not be able to accommodate modifications submitted after the initial request. Technology setup requests may result in additional fees. The existence of equipment in a space does not mean the user has the right to use it. Approval for use must be arranged through Technology Services.

i. Specialized Equipment

Facilities with highly technical equipment, such as the Conference Center, Kendall Hall Auditorium and Sherar Gymnasium, require technicians trained and employed by YVC to operate. The existence of equipment in a space, such as lighting and sound systems; the scoreboards and/or classroom equipment does not mean the user may use it. If permission to use specialized equipment is granted, the user will be required to pay all technician fees.

j. Payment

Payment of all fees will be made to Yakima Valley College. User organizations shall make payment of all fees following scheduled events. The fee schedule includes hourly rental rates, setup, cancellation, fees, etc.

**Note:** In all cases the user shall:

- Clean and put in order any facility used by them before leaving the premises. Cleaning fees may be assessed if the user fails to comply with this requirement. The user is liable for the condition of the equipment and the facilities whether or not a use fee is paid.
- Arrange for equipment prior to the event. Some services and equipment may not be available.
- Pay additional fees if the event requires staff to remain outside regular hours. See fee schedule.
- Pay for damage to the building, room, contents, furniture or equipment.

### 7. Exceptions to Policy

Final interpretations of the Yakima Valley College Facilities Use Policy shall be made by the college President or his/her designee. Any exceptions to this policy must be authorized by the college President.

**8. Fee Waiver**

Fees charged for the use of facilities may be waived by the College President in certain limited cases. Any applicant requesting such a waiver must submit the [Facilities Use Fee Waiver Form](#). Fee waivers may be granted to state agencies and other organizations whose activities promote or enhance the mission and strategic goals of the college. Fees will not be waived for use of the Conference Center on YVC's Yakima Campus.

**9. Evaluation and Complaints**

Yakima Valley College shall attempt to provide quality service for groups and individuals using college facilities and equipment. It is important to the college that we are given the opportunity to assist with any difficulty or dissatisfaction you may have. Comments or constructive criticism should be directed to the designated Facilities Scheduler.

To lodge a formal complaint or to appeal a decision regarding the use of college facilities, the user shall:

- a. Submit, in writing, a description of the complaint or appeal to the designated Facilities Scheduler, or his/her designee. Every effort shall be made to resolve the difficulty at this level.
- b. The Facilities Scheduler, or his/her designee, shall respond to the complaint or appeal within a reasonable period of time not to exceed 15 working days unless otherwise arranged.
- c. Provided both parties are unable to agree or if the appealing group is dissatisfied with the resolution, the complaint or appeal shall be forwarded to the Office of the President for resolution. The decision of the President shall be final and binding.

**3.02.04 Group Tours**

- a. Small group tours (9 or less people) led by college personnel require no facilities use application.
- b. Large group tours (10 people or more) led by college personnel require a facilities use application naming the Clock Tower Plaza North as the default gathering space. The [Facilities Use Application](#) will need to state how many people will be attending the tour and the times at which they will be on campus. *Note: It is the responsibility of the user to work with Security on parking needs.*
- c. Events that involve both a campus tour and scheduled college room(s) require a Facilities Use Application. A separate form does not need to be filled out for the tour, just include the Clock Tower Plaza North within the request indicating a tour and differentiate between the tour time and the actual times the room(s) are needed.

**3.02.05 Appendix 1 Ongoing/Extended Use**

For those events that occur on a one-time or occasional basis and rental charges apply, rental rates are established in the table on the following pages.

Certain uses for college facilities are approved on an ongoing or extended use basis. In such cases, individual rates will be established by contract negotiated between the user and the college Vice President of Administrative Services or his/her designee. The terms and conditions of such a contract will be approved by the President or his/her designee.

Approved facilities requests which are co-sponsored by the college or are of a highly technical nature and for which rental charges apply, may also have rates established by contract. The terms and conditions of such a contract will be approved by the Vice President of Administrative Services or his/her designee.

### **3.02.06 Appendix 2 Facilities Use Classifications**

#### **1. College Events**

College events pertain to requests for activities that are:

- planned and sponsored primarily by college faculty, students, and/or staff and benefit an academic program, college department or the student body
- Directly relate to the mission of the college.

For non-college events involving off campus groups/organizations that are sponsored by college faculty, students and/or staff a [Facilities Use Supplemental Sponsor Form](#) needs to be completed and submitted with the Facilities Use Application to the Facilities Scheduler. Decisions regarding approval to sponsor an activity will be made by the college President or his/her designee.

No rental fees will be charged for college events\*. However, the agency may be charged for costs for other services including but not limited to custodial, security, and equipment.

- **State and Government Agencies**

Other governmental agencies (state, local, and federal may or may not be charged subject to the following:

- If there is no cost to the participants for the activity, rental fees may or may not be charged\*. However, the agency may be charged for costs for other services including but not limited to custodial, security, and equipment.
- If the agency or organization charges registration, admission, or ticket fees to participants, then the college may charge full facility rental fees and other costs for special services as necessary.
- Full facility rental fees will be charged for use of the Conference Center, Building #38, on the Yakima Campus.

- **All Other Individuals, Groups, Vendors, Organizations and Not-for-Profit Organizations (including political and religious groups)**

All other individuals, groups, vendors, and organizations and not-for-profit organizations will be charged full facility rental fees and other costs for services as necessary.

## **Administrative Procedure**

Political groups - No local office or agency may authorize a use of public facilities for the purpose of assisting a candidate's campaign or promoting or opposing a ballot proposition, in the absence of a constitutional, charter, or statutory provision separately authorizing such use. Refer to [WAC 390-05-271](#), [WAC 390-05-273](#), and [RCW 42.17.130](#) for more guidelines pertaining to facility use by political groups.

### **3.02.07 Appendix 3 Non-State Supported Spaces**

A Non-State Supported Space is a space that does not receive state funding for maintenance and operations. Spaces that fit within this category must generate revenue through facilities rental to stay operational.

- a. Non-State Supported Spaces, if available for use, may be used for general public events that relate to or do not interfere with the educational mission of the college.
- b. These events will be determined on a case-by-case basis by the college President or his/her designee.
- c. When allocating the use of these college facilities, the highest priority is given to the college events or events that relate to the college's mission.

### **3.02.08 Appendix 4 Conference Center**

This policy applies to the conference center. The Conference Center is a Non-State Supported space that does not receive state funding for maintenance and operations. Spaces that fit within this category must generate revenue through facilities rental to stay operational.

The main purpose of YVC's Conference Center on the Yakima Campus is to support the mission of Yakima Valley College and its program.

Additional external usage of the facility may be approved congruent with this policy.

1. Priority will be given to Yakima Valley College events and activities.
2. For outside agency requests priority is given to requests that support the mission of Yakima Valley College and its programs.
3. Usage agreements may be cancelled at any time by the College.
4. Cancellations submitted after the deadline are subject to fees.
5. Fee waivers are not granted for state agencies to utilize space in the Conference Center.

### 3.02.09 Appendix 5 Fee Schedule

<b>Facilities Use Rental Fees</b>	
<b>General Locations</b>	
General Classroom, Non-ITV	\$20hr
ITV/VTC Classroom	\$35hr
Computer Lab	\$35hr
Conference Rooms – Small (15 Occupancy or Less) <i>Such as 001-100, 004-174, 004-274, 012-102 Marvin Room</i>	\$25hr
Conference Room – Large (16 Occupancy or Greater) <i>Such as 009-143 MLK Room, 030-0111 SRC Conference Room</i>	\$35hr
ITV/VTC Conference Room	\$35hr
Lobby Space	\$20hr
Outdoor Courtyards - <i>Such as Clock Tower Courtyard, Sundquist Plaza, Grandview Courtyard/Lawn</i>	\$50hr
<b>Specific Locations</b>	
Parker Room 008-101	\$50hr
Kendall Hall Auditorium 012-105	\$100hr
Kendall Hall Black Box Theatre 012-127	\$20hr
Kendall Hall - 012 Outdoor Stage	\$50hr
Sherar Gymnasium 006-101	\$100hr
Athletic Fields	\$100hr
Hopf Union Building (HUB) – Activity Area 009-160	\$100hr
Hopf Union Building (HUB) – Dining Area 009-120	\$100hr
Hopf Union Building (HUB) – Quiet Lounge 009-140	\$10hr
Grandview Campus Activity Center 052-0109	\$150hr
Grandview Workforce Education Center 051-199	\$50hr
Conference Center – 038-103 Meeting Rooms A, B & C (Full)	\$125hr
Conference Center – 038-103 Meeting Room C (Half)	\$100hr
Conference Center – 038-103 Meeting Rooms A or B (Quarter)	\$50hr
Conference Center - 038-108 Classroom	\$25hr
Conference Center - 038-109 Classroom	\$25hr
Conference Center - 038-135 Small Conference Room	\$25hr
Conference Center - 038-133 Small Conference Room	\$25hr
Conference Center – 038-122 Meeting Room D	\$50hr
Conference Center - 038 Outdoor Event Garden	\$50hr
Larson Gallery – 036 Outdoor Sculpture Garden	\$20hr
<b>Room Setup by Location/Scheme</b>	
HUB (Dining); Standard Scheme(s)	\$0
HUB (Dining); Listed Scheme(s)	\$100
HUB (Dining); Unlisted or Custom Scheme(s)	\$200
HUB (Activity); Standard Scheme(s)	\$0
HUB (Activity); Listed Scheme(s)	\$100
HUB (Activity); Unlisted or Custom Scheme(s)	\$200
Parker Room; Standard Scheme(s)	\$0
Parker Room; Listed Scheme(s)	\$100
Parker Room; Unlisted or Custom Scheme(s)	\$200
Grandview Workforce Education Center 051-199; Standard Scheme(s)	\$0



## Administrative Procedure

Grandview Workforce Education Center 051-199; Listed Scheme(s)	\$100
Grandview Workforce Education Center 051-199; Unlisted or Custom Scheme(s)	\$200
Grandview Campus Activity Center; Standard Scheme(s)	\$0
Grandview Campus Activity Center; Listed Scheme(s)	\$100
Grandview Campus Activity Center; Unlisted or Custom Scheme(s)	\$200
Conference Center – 038-103 Meeting Rooms A, B & C (Full) – Standard Scheme	\$0
Conference Center – 038-103 Meeting Rooms A, B & C (Full) – Listed Scheme(s)	\$100
Conference Center – 038-103 Meeting Rooms A, B & C (Full) – Unlisted or Custom Scheme(s)	\$200
Conference Center – 038-103 Meeting Room C (Half) - Standard Scheme(s)	\$0
Conference Center – 038-103 Meeting Room C (Half) - Listed Scheme(s)	\$100
Conference Center – 038-103 Meeting Room C (Half) - Unlisted or Custom Scheme(s)	\$200
Conference Center – 038-103 Meeting Rooms A or B (Quarter) - Standard Scheme(s)	\$0
Conference Center – 038-103 Meeting Rooms A or B (Quarter) - Listed Scheme(s)	\$100
Conference Center – 038-103 Meeting Rooms A or B (Quarter) - Unlisted or Custom Scheme(s)	\$200
Conference Center – 038-122 Meeting Room D - Standard Scheme(s)	\$0
Conference Center – 038-122 Meeting Room D - Listed Scheme(s)	\$100
Conference Center – 038-122 Meeting Room D - Unlisted or Custom Scheme(s)	\$200
General Event/Rental Space; Standard Scheme(s)	\$0
General Event/Rental Space; Listed Scheme(s)	\$100
General Event/Rental Space; Unlisted or Custom Scheme(s)	\$200
<b>Resources</b>	<b>Fee</b>
Custodial - fees require a 2hr minimum call-back charge in addition to the actual cleanup time.	\$30hr
Facilities Maintenance/Repair	\$45hr
Facilities Setup/Takedown	\$45hr
Security Officer	\$45hr
Technology Services Technician - fees require a 2hr minimum for events taking place after 5:00 p.m. Monday-Friday and a 4hr minimum for events taking place on Saturday or Sunday	\$65hr
Kendall Auditorium Stage Technician	\$35hr
<b>Cancellation/Setup Fee(s)</b>	
Cancellation Fee (See Facilities Use 3.02.03.02 Procedures)	Varies
Setup Fee (Standard or default schemes)	\$0
Setup Fee (Listed or non-default schemes)	\$100
Setup Fee (Unlisted or custom/add-on)	\$200

## Administrative Procedure

<b>Damage/Repairs/Fees</b>	<b>Fee</b>
Damage – Building, Room, or Contents	Cost of Hourly Facilities Repair Rate + Supplies
Damage – Furniture or Equipment	Cost of Replacement/Repair
Cleaning	Cost of Hourly Custodial
<b>Storage</b>	<b>Monthly Fee</b>
Supplies Storage	\$10
<b>Miscellaneous</b>	<b>Fee</b>
Black/White Printing Charge – Per Page Ink Cost	\$0.05 Per Page
Printing Charge – Per Ream Paper Cost	\$4 Per Ream of Paper
Print Shop Pricing – See Link <a href="http://yvcc.myprintdesk.net">yvcc.myprintdesk.net</a>	



### Revision Log

Date	By	Notes
7/14/09	Niki Hopkins and Stefanie Lea	Added section on Group Tours; removed irrelevant sections.
10/13/09	Niki Hopkins and Stefanie Lea	Added section on non-state supported spaces; adjusted fee schedule to include new Grandview facility.
6/8/10	Niki Hopkins and Stefanie Lea	Added language to reference First Amendment WAC; edited section 6: Limitations of Facilities Use.
1/4/10	Niki Hopkins and Stefanie Menard	Added Workforce Education Center Meeting Room (U199) setup fees and schemes. See Administrative Council Meeting Minutes dated 10/12/10 when it was determined setup fees did not require BOT approval.  Updated section 6. Limitations of Facilities Use to include animals and tobacco use.
4/12/11	Stefanie Menard	Removed stage jacks from the fee schedule.
8/16/11	Niki Hopkins and Stefanie Menard	Updated section 6. Limitations of Facilities Use to include language from WAC regarding weapons on campus. Reorganization of points A-P.
10/12/2021	Stefanie Menard, Dustin Wunderlich, and Brady Mogleston	Updated outdated language, established new fee schedule to include new Conference Center.
12/27/2022	Stefanie Menard, Dustin Wunderlich, Sophia Juarez, and Justin Busby	Updated state agency and waiver language, revised cancellation policy language, added catering information language. Added technology services technician minimum time requirements. Removed deposit language.

**Procedure Contact:** Director of Community Relations