

**CÉGEP HERITAGE COLLEGE REFERENCE DOCUMENT #P29.2**  
(Supporting material for Cégep Heritage College Policy #29 concerning Facilities Use and Rental)

Revision Date: January 12<sup>th</sup>, 2017.

**Facilities Use and Rental—Fee Schedule<sup>1</sup>**

<b>Auditorium</b>	<b>\$ 250/4-hour block (62.50/hour)</b>
<b>Classroom</b>	<b>\$ 10/hour</b>
<b>Computer labs (no support)</b>	<b>\$ 125/hour \$ 500/7-hour block \$ 250/per day</b>
<b>Agora (including approximately 12 tables) Individual Table</b>	<b>\$ 50/day</b>
<b>Gymnasium</b>	<b>\$ 50/hour</b>
<b>Studio</b>	<b>\$ 25/hour</b>
<b>Cafeteria</b>	<b>\$ 250/4-hour block</b>
<b>Boardroom</b>	<b>\$ 50/hour</b>
<b>Outside Field</b>	<b>\$ 16/hour/field</b>
<b>Beach Volleyball</b>	<b>\$ 10/court/hr</b>
<b>Parking</b>	<b>\$ 8/per day</b>

<sup>1</sup> See also *Reference Document #P29.3 for Audio-Visual Equipment Rental Rates.*

**OTHER CHARGES**

**Administrative fee (non-refundable) -----\$ 15**

**Cancellation fee -----\$ 15**

**Damage deposit-----\$ 100**

**Security Guard(s)-----\$ 26/hour/guard**  
(minimum 4 hours)

**Cleaning**

**regular rate-----\$ 25/hour/person**

**time and a half -----\$ 38/hour/person**

**double time-----\$ 50/hour/person**

Maintenance charges can be added to the rental cost if, depending on the activity, cleaning is required. (minimum 3 hours)

**Hotel Management Students----- minimum wage**

**Photocopier-----B/W \$0.03/sheet**

-----color \$0.11/sheet

This cost includes use of photocopier, paper and ink.

**Computer printer fees-----\$0.05/sheet**

**Communication System**

Long distance calls and faxes will be charged as per current rate.

**Specialized Staff**

**A-V Technician**

**regular rate-----\$ 28/hour**

**time and a half-----\$ 42/hour**

**double time-----\$ 55/hour**

**Computer Technician**

**regular rate----- \$ 34/hour**

**time and a half----- \$ 51/hour**

**double time-----\$ 67/hour**

*\* Please note that all above fees do not include the taxes.*

**Important Note: The College reserves the right to make adjustments, as necessary, with respect to staff-related fees governed by collective agreement.**