

**CÉGEP HERITAGE COLLEGE REFERENCE DOCUMENT #P29.2**

*(Supporting material for Cégep Heritage College Policy #29 concerning Facilities Use and Rental)*

**Revision Date: January 10, 2012.**

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

<b>Auditorium</b>	<b>\$ 250/4-hour block</b>
<b>Classroom (single)</b>	<b>\$ 10/hour</b>
<b>(double)</b>	<b>\$ 20/hour</b>
<b>Computer labs (no support)</b>	<b>\$ 125/hour</b> <b>\$ 500/7-hour block</b>
<b>Agora</b> <b>(including</b> <b>approximately 12</b> <b>tables)</b>	<b>\$ 250/per day</b>
<b>Individual Table</b>	<b>\$ 50/day</b>
<b>Gymnasium (single)</b>	<b>\$ 25/hour</b>
<b>(double)</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>\$ 48/per day</b>

*Continued on next page*

<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)-----\$ 25/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.**