

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

Facilities Use and Rental—Fee Schedule¹

Auditorium	\$ 250/4-hour block
Classroom (single)	\$ 10/hour
(double)	\$ 20/hour
Computer labs (no support)	\$ 125/hour \$ 500/7-hour block
Agora (including approximately 12 tables)	\$ 250/per day
Individual Table	\$ 50/day
Gymnasium (single)	\$ 25/hour
(double)	\$ 50/hour
Studio	\$ 25/hour
Cafeteria	\$ 250/4-hour block
Boardroom	\$ 50/hour
Outside Field	\$ 16/hour/field
Parking	\$ 4/per day
<i>OTHER CHARGES</i>	
Administrative fee (non-refundable) -----	\$ 15
Cancellation fee -----	\$ 15
Damage deposit -----	\$ 100
Security Guard(s) ----- (minimum 4 hours)	\$23/hour/guard
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)	
Internet Connection (where available) -----	\$ 25/day/connection
Photocopier -----	\$0.03/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.

¹ See also Reference Document #P29.3 for Audio-Visual Equipment Rental Rates.