

Rental Space	Non-Profit		For-Profit	
	Full Day 4-8 Hours	Half Day Up to 4 hours	Full Day 4-8 Hours	Half Day Up to 4 hours
Lone Tree Commons	\$450	\$250	\$700	\$450
Fourth Street Commons	\$90	\$50	\$150	\$90
Meeting Room – large Board Room (rm 200) APS Room (rm 537)	\$140 - \$170	\$75 - \$90	\$225 - \$270	\$140 - \$170
Meeting Room – small 201 301	\$110	\$60	\$150 - \$180	\$90 - \$110
Classroom Lone Tree Fourth Street (standard or lecture hall)	\$130 - \$150	\$70 - \$75	\$210 - \$225	\$130 - \$140
Computer Lab or Zoom Room	\$320	\$160	\$640	\$320
Dance Studio	\$150	\$75	\$300	\$150
President's Hospitality Kitchen \$100 cleaning fee will be applied if the kitchen is not cleaned	\$100	\$50	\$150	\$100
ITS Services				
Sound System microphones: up to 10 in Board Room; 3 in Lone Tree Commons	\$50 - 90		\$75 - \$140	
Mobile Projector Cart and Screen	\$70 - 120		\$120 - \$230	
ITS Staffing Relates to events that require staffing to set up, operate, and/or take down technology	\$40 per hour/per person			

Facilities Services	
Chairs	\$1 each
Tables – 5' round or 6' rectangle available	\$4 each
Stage – single level half stage (Lone Tree Commons)	\$100
Stage – two level full stage (Lone Tree Commons)	\$200
Facilities Staffing	\$40 per hour/per person
Custodial Custodial fees may apply if your event runs outside the time and scope of normal campus clean-up, and will be discussed with you during planning phases of your event and/or if an event with more than 200 people.	\$25 per hour/per person

Security Staffing	
Security staffing is necessary when an event is scheduled outside of regular campus hours.	
The charges for security may include an additional 30 minutes before the event and 30 minutes after the event to allow times for opening and closing of facilities.	
Security Staffing	\$40 per hour/person

After-Hours Energy Use	
After-hours energy use charges apply when an event is scheduled outside of regular campus hours.	
Lone Tree Campus	\$40 per hour
Fourth Street Campus	
Page Campus	\$10 per hour

Payment and Additional Charges	
Payment Due Date	We request that payment be remitted five (5) days prior to the event
Additional Charges	Should the event require last-minute additions, those requests will be billed separately.

Coconino Community College Contacts – Event Coordination

Office and Event Specialist
 Giovanna Macry
 928-226-4397
Giovanna.Macry@coconino.edu

