

Coconino Community College Facility Use Fee Schedule / Invoice

FOR PROFIT

Date: _____

EVENT TITLE, DATE & TIME:	
APPLICANT AND CONTACT INFO	

Meeting Rooms and Information Tables	0-53300-4927 (FACU)	Full Day	Half Day	Full or Half Day	Number of Days	Cost	TOTAL	
APS Conference Room (Lone Tree Room 537)		\$ 225	\$ 140			\$ -	\$ -	
Board Room (Lone Tree Room 200)		\$ 270	\$ 170			\$ -	\$ -	
Classroom		\$ 210	\$ 130			\$ -	\$ -	
Commons – Lone Tree campus		\$ 700	\$ 450			\$ -	\$ -	
Commons Area – Fourth Street campus		\$ 150	\$ 90			\$ -	\$ -	
Computer Room or Smart Board Room		\$ 640	\$ 320			\$ -	\$ -	
Conference Room – Lone Tree Room 201		\$ 180	\$ 110			\$ -	\$ -	
Conference Room – Lone Tree Room 301		\$ 150	\$ 90			\$ -	\$ -	
Dance Studio (Lone Tree Room 462 or Fourth Street Room B32)		\$ 300	\$ 150			\$ -	\$ -	
Lecture Room (Fourth Street Room B34)		\$ 225	\$ 140			\$ -	\$ -	
President's Hospitality Kitchen - cleaning fees may be charged if not cleaned after use		\$ 150	\$ 100			\$ -	\$ -	
Video Conference Room (Lone Tree Rooms 122 or 124 and Fourth Street Room C4)		\$ 640	\$ 320			\$ -	\$ -	
Information Table (up to 2 tables and 4 chairs)		\$ 100	\$ 50			\$ -	\$ -	
A half day is up to 4 hours and a full day is up to 8 hours. Additional fees may be incurred for events lasting more than 8 hours							Subtotal	\$ -

ITS and Media Services	0-53300-4927 (FACU)	Full Day	Half Day	Full or Half Day	Number of Days	Cost	TOTAL
Conference Phone – each		40	20			\$ -	\$ -
Mobile Projector Cart and Screen (Lone Tree Commons)		230	120			\$ -	\$ -
Sound System (microphones – up to 10 in LT Board Room – 3 in LT Commons)		140	75			\$ -	\$ -
Live Streaming – per hour		40	40			\$ -	\$ -
Subtotal							\$ -

Facilities Services	0-53300-4927 (FACU)	Cost	Quantity Needed	Total
Chairs – each		\$ 1		\$ -
Tables – each – 5' round or 6' rectangular		\$ 4		\$ -
Stage – partial – single level (Lone Tree Commons)		\$ 100		\$ -
Stage – full – two levels (Lone Tree Commons)		\$ 200		\$ -
Easel, Flip Chart and Markers		\$ 15		\$ -
Subtotal				\$ -

Invoice Due Date

After-Hours Energy Use	0-61100-5499 (FACE)	Cost	Quantity Needed	Total
Fourth Street campus – per hour		\$ 40		\$ -
Lone Tree campus – per hour		\$ 40		\$ -
Page campus – per hour		\$ 10		\$ -
Subtotal				\$ -

Other Services	0-61100-5079 (FACP)	Cost	Quantity Needed	Total
Facilities staff – per hour/per person – weekends		\$ 40		\$ -
ITS staff – per hour/per person – event time		\$ 40		\$ -
Security staff – per hour/per person*		\$ 40		\$ -
Custodial – per hour/per person		\$ 25		\$ -
Subtotal				\$ -

**Security costs may include a half-hour on either end of the event for opening and closing of facilities*

Last-minute requests and additional charges will be billed accordingly **Total Due \$ -**

Please include a copy of this invoice with your payment. Payment is due five (5) calendar days prior to the event.

2.75% CONVENIENCE FEE FOR CREDIT CARD PAYMENTS • NO FEES FOR PAYMENT BY CHECK, CASH OR DEBIT CARD
 Pay by credit card at 928-226-4237 * Make checks payable to Coconino Community College, 2800 S. Lone Tree Rd, Flagstaff, AZ 86005

Date received by Cashier: _____ Check number: _____ Cash: _____
 Name on credit card: _____ Visa Mastercard Discover
 Credit card number: _____ - _____ - _____ Expiration: _____ / _____ CVV: _____