

# Coconino Community College Facility Use Fee Schedule / Invoice

**NON PROFIT**

Date: \_\_\_\_\_

<b>EVENT TITLE, DATE &amp; TIME:</b>	
<b>APPLICANT AND CONTACT INFO</b>	

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)		\$ 140	\$ 75			\$ -	\$ -	
Board Room (Lone Tree Room 200)		\$ 170	\$ 90			\$ -	\$ -	
Classroom		\$ 130	\$ 70			\$ -	\$ -	
Commons – Lone Tree campus		\$ 450	\$ 250			\$ -	\$ -	
Commons Area – Fourth Street campus		\$ 90	\$ 50			\$ -	\$ -	
Computer Room or Smart Board Room		\$ 320	\$ 160			\$ -	\$ -	
Conference Room – Lone Tree Room 201 or 301		\$ 110	\$ 60			\$ -	\$ -	
Dance Studio (Lone Tree Room 462 or Fourth Street Room B32)		\$ 150	\$ 75			\$ -	\$ -	
Lecture Room (Fourth Street Room B34)		\$ 140	\$ 75			\$ -	\$ -	
President's Hospitality Kitchen - cleaning fees may be charged if not cleaned after use		\$ 100	\$ 50			\$ -	\$ -	
Zoom Videoconferencing Room		\$ 320	\$ 160			\$ -	\$ -	
Information Table (up to 2 tables and 4 chairs)		\$ 50	\$ 25			\$ -	\$ -	
<b>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</b>							<b>Subtotal</b>	<b>\$ -</b>

ITS and Media Services	0-53300-4927 (FACU)	Full Day	Half Day	Full or Half Day	Number of Days	Cost	TOTAL
Conference Phone – each		20	10			\$ -	\$ -
Mobile Projector Cart and Screen (Lone Tree Commons)		120	70			\$ -	\$ -
Sound System (microphones – up to 10 in LT Board Room – 3 in LT Commons)		90	50			\$ -	\$ -
Live Streaming – per hour		40	40			\$ -	\$ -
<b>Subtotal</b>							<b>\$ -</b>

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		\$ -
<b>Subtotal</b>				<b>\$ -</b>

**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		\$ -
<b>Subtotal</b>				<b>\$ -</b>

Other Services	Cost	Quantity Needed	Total
Facilities staff – per hour/per person – weekends	0-61100-5079 (FACP)	\$ 40	\$ -
ITS staff – per hour/per person – event time	0-34100-5079 (ITAS)	\$ 40	\$ -
Security staff – per hour/per person*	0-67100-5079 (FACS)	\$ 40	\$ -
Custodial – per hour/per person	0-61100-5199 (FACC)	\$ 25	\$ -
<b>Subtotal</b>			<b>\$ -</b>

*\*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: \_\_\_\_\_