



**GENERAL FEE STRUCTURE
EXTERNAL (NON-AFFILIATED) ENTITIES FOR FACILITY USE
COLUMBIA CAMPUS**

Columbia Building Codes:

CLEM (Frank G. Clement Building)	WARF (Howard J. Warf Building)
GYM (W.J. “Billy” Webster Athletic Center)	WLHB (Waymon L. Hickman Building)
HS (Health Sciences Building)	WRWB (William R. Walter Building)
JSC (James H. Jones, Jr. Student Center)	

COLUMBIA CAMPUS FACILITY RENTAL CHARGES

Facilities	Capacity	Location	Hourly Charge* (2 hrs. minimum)	Daily Maximum Charge (8 hrs. maximum)
Classrooms	Varies	CLEM, GYM, HS, WLHB, WRWB, WARF	\$30	\$200
Cherry Theater	500	WLHB 151	\$125	\$600
Conference Room	12-15	WLHB 104	\$40	\$200
Distance Education Classroom (Zoom)		WARF 105, WLHB 121	\$100	\$500
Jones Student Center				
Student Area**	150	JSC Dining Room	\$100	\$500
Napier Room**	20-25	JSC 141	\$50	\$250
Ledbetter Auditorium	200	CLEM 103	\$90	\$300
Training Room	70	WLHB 123	\$80	\$300
Training Room	30	WLHB 122	\$70	\$250
Webster Athletic Center Gymnasium (add \$200 if floor covered)	2000 (Floor-500) (Bleachers- 1500)	GYM	\$80	\$500
Athletic Fields			\$20	
JSC Plaza**				\$300
Circular Commons**				\$600

*Hours begin at set-up by the applicant/sponsor and end at pack-up of function.

**These facilities are not available except when the College is not in session.

COLUMBIA CAMPUS SERVICE CHARGES

Personnel Services	Charge
Gym Floor (cover and uncover)	\$200
Microphones and Speakers (set up)	\$50
Security Technician (Media, audiovisual, and Distance Learning Support)	\$40/hr. (minimum of 4 hrs.)
	\$35/hr. (minimum of 4 hrs.)

- There may be other fees associated with an event. Charges may exceed those listed above if an outside contractor is used to deliver a service. Actual fees will be provided to the user prior to confirmation.
- Set-up and Tear-down
 - Set-up requiring different table or chairs will incur a \$100 set-up cost.
- Custodial Services
 - Custodial requirements beyond trash removal or normal College care will incur a \$25 per hour fee with a minimum of 4 hrs. Custodial service is not provided on weekends. If the user does not request cleaning and the facility is left in such condition that cleaning is required beyond what is customarily required by regular use of the space, a cleaning fee of \$100 per hour will be billed to the applicant after the event.
- Limited IT/AV Support
 - Limited support includes a technician being present for the beginning of the meeting/event and ensuring technology is working properly. It also includes being accessible during the event. If IT or AV technician is needed on-hand for the entire event, an additional charge of \$35 per hour may be assessed.
- Security is not provided.