

# ALVIN COMMUNITY COLLEGE

## SCIENCE/HEALTH SCIENCE BUILDING



### GUIDELINES FOR USE

The Science/Health Science Building facility has been developed for the use of the College and the general public for common good and, like any other facility on campus, is governed by Board Policy, *Section GD (Local) "Community Use of College District Facilities,"* *Section DGD (Local) "Employee Use of College District Facilities"* and *Section FLAA (Local) "Student Use of College Facilities."* Charges and fees are assessed based on categories outlined in the College Policy Manual which are: educational, civic, business/commercial, and recreational and social. Application for the use of facilities is made through the Events Coordinator at 281-756-3611.

### ROOM FEES

*Rental Fee Categories* (Refer to Section E)

#### Lecture Theaters - S103 & S203

Seating capacity: 58 + 2 ADA  
\$50.00 per hour (3-hour minimum)

#### Lecture Theaters - S105 & S205

Seating capacity: 78 + 2 ADA  
\$50.00 per hour (3-hour minimum)

#### Lobby

\$50.00 per hour (3-hour minimum)

#### \*Nursing Labs

Must have clinical lab assistant present (ADN)

#### Skills Lab: Low fidelity or medium fidelity mannequins

\$100.00 per hour (4-hour minimum)

#### Simulation Lab: High fidelity human patient simulators

\$150.00 per hour (4-hour minimum)

\*This pricing applies unless a specific MOU is signed and in place

### REQUIRED FEES

#### Deposit

\$100.00 (Paid at time of reservation)

The deposit is refundable if premises are left clean and undamaged. An inspection of the facility will be conducted following the event. The user will be responsible for the total amount of any damage repair costs.

#### Cleaning Fee (Non-refundable)

\$100.00

#### Tax (8.25%)

The tax rate will be multiplied by the total cost of the facility rented (including Room Rental, Security Fee, Custodial Fee, Equipment Fee, Media Fee, & any other fees that may apply)

## **ADDITIONAL FEES**

### **Alcohol Fee** (Only Wine/Beer/Champagne permitted)

\$200.00

Must be approved by the College President

### **Security Fee**

\$40.00 per hour (2-hour minimum)

This fee will be applied based on the type of event held beyond normal working hours and to any event at which alcohol is served. Only ACC Campus Police may be used.

### **Cleaning Attendant Fee** (during event)

\$30.00 per hour (2-hour minimum)

This fee will be applied based on the size of event being held beyond normal working hours.

- One housekeeper required for 1 - 100 people
- Two housekeepers required for 101 - 200 people

### **Equipment Fee** (includes use of LCD Projector/Screens, Podium, & Microphones/PA System)

\$150 per day

### **Media Operator Fee**

\$45.00 per hour (2-hour minimum)

This fee will be applied based on the type of event being held beyond normal working hours.

### **On-Site Manager Fee**

\$40.00 per hour (2-hour minimum)

This fee will be applied based on the type of event being held beyond normal working hours.

## **CANCELLATION POLICY**

|                  |             |
|------------------|-------------|
| Prior to 60 days | 100% return |
| 59-30 days       | 75% return  |
| 29-8 days        | 50% return  |
| 7 days or less   | No return   |

## FACILITY POLICIES

A faculty or staff member must be present at all times in any Department's Laboratory when students are using the space for individual or group study.

Food is allowed only in the Lobby area.

Tobacco use is **not** allowed inside the building or on any college property.

The physical attachment of any material to the building, inside or out, is prohibited. Nails, staples, tacks, tape, etc., are not permitted.

Alvin Community College will not be responsible for any items left on the premises.

The party renting/reserving the Science/Health Science Building is responsible for any damage and/or theft of furniture, equipment or other items.

A comprehensive general liability insurance policy is required for organizations renting College facilities. Insurance policy must reference coverage of alcohol if being served.

***Deposit amount for the use of facilities must be paid at the time the reservation to ensure reservation confirmation. The balance paid in full is due 2 weeks prior to the date of the event.***