

Room Reservation Information

- Cancellation or rescheduling events with the office of Corporate and Community Services should be done as soon as possible to prevent unnecessary setups and unused rooms. For normal room reservations, the Office of Corporate and Community Services must receive notice of cancellation/rescheduling by 12:00 p.m. *the business day* preceding the event, or the room rental, maintenance, and related fees will be charged. Cancellation of events in the Meyer Theater at least 60 days prior to the date of the event may receive a full refund of any advance deposit. Cancellation of events in the Meyer Theater with less than 60 days notice are non-refundable.
- All food and beverage requests must be arranged through the College's food services vendor. Food and Beverage items are not permitted in the Meyer Theater, Multi-purpose Room, the Dance Room, nor the Fitness Center. Exceptions to this procedure may be approved by the Dean of Corporate and Community Services for special events.
- The College reserves the right to determine if a group is non-profit or profit and to request official documentation of non profit status, 501(c)(3) classification.



Policy for Use of College Physical Resources - 6.18

The District may allow community groups and organizations, profit and non-profit, to use College facilities and equipment, with or without charge, according to the activity. The purpose of this policy is to broadly define the responsibilities and limitations of the College in responding to requests for use of facilities and equipment not related to an educational program of the College. The intent of the policy is to ensure optimum use of College resources and develop and maintain good public relations with community organizations wishing to use College resources.



MONROE COUNTY
COMMUNITY COLLEGE

enriching lives

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Monroe County Community College is an equal opportunity institution and adheres to a policy that no qualified person shall be discriminated against because of race, color, religion, national origin or ancestry, age, sex, marital status, or disability in any program or activity for which it is responsible.



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Room Reservation Information



Telephone

734.384.4242

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Room Reservation Information

- A Facilities Reservation Permit Request must be completed and submitted to the office of Corporate and Community Services (CCS). Permits which require a setup, security, audio/visual, and/or food service, must be submitted a minimum of 10 working days prior to the requested date of the event.
- Non-profit, tax-exempt organizations shall submit to the College copies of tax exemption certificates to be eligible for non-profit rental rates. Such certificates must be submitted with the Facility Reservation Permit. The College will keep such certificates on file, although the College may require updating from time to time.
- The basic use fee applies when the space is reserved in its traditional arrangement. A maintenance fee is added for either special set-ups when furniture must be rearranged to accommodate the activity, or if furniture needs to be removed from a room and replaced. Additional charges to cover other direct costs may be applied as deemed appropriate by the College.
- In some instances the use of College facilities will require on-site human resources. In those cases an hourly rate will be charged. The rates are for one person. A three (3) hour minimum charge is required for evening and weekend labor.
- Reservations for the Meyer Theater or special events require a minimum 25 per-cent advance deposit of the total estimated fee to be returned with the signed Facilities Reservation Permit. Checks should be made payable to MCCC. Reservation deposits for other rentals may be required.

Price List

Conference Rooms

Non-Profit—4 hrs.	\$65.00
Non-Profit—8 hrs.	\$90.00
Profit—4 hrs.	\$160.00
Profit—8 hrs.	\$320.00

Board Rooms

Non-Profit—4 hrs.	\$55.00
Non-Profit—8 hrs.	\$75.00
Profit—4 hrs.	\$65.00
Profit—8 hrs.	\$120.00

Computer Labs

Non-Profit—4 hrs.	\$175.00
Non-Profit—8 hrs.	\$300.00
Profit—4 hrs.	\$300.00
Profit—8 hrs.	\$500.00

Lecture Halls

Non-Profit—4 hrs.	\$100.00
Non-Profit—8 hrs.	\$175.00
Profit—4 hrs.	\$320.00
Profit—8 hrs.	\$640.00

Dining Hall

Non-Profit—4 hrs.	\$125.00
Non-Profit—8 hrs.	\$200.00
Profit—4 hrs.	\$600.00
Profit—8 hrs.	\$1,200.00

Multi-Purpose Room-Whole

Non-Profit—2 hrs.	\$165.00
Each Additional Hour	\$80.00
Profit—2 hrs.	\$250.00
Each Additional Hour	\$200.00

Multi-Purpose Room-Half

Non-Profit—2 hrs.	\$90.00
Each Additional Hour	\$35.00
Profit—2 hrs.	\$125.00
Each Additional Hour	\$100.00

Dance Room

Non-Profit—2 hrs.	\$75.00
Each Additional Hour	\$85.00
Profit—2 hrs.	\$175.00
Each Additional Hour	\$300.00

Meyer Theater

Conference/Meeting Weekday Rate	
Non-Profit—Hourly	\$110.00
Non-Profit—4 hrs.	\$350.00
Non-Profit—8 hrs.	\$500.00
Profit—Hourly	\$125.00
Profit—4 hrs.	\$400.00
Profit—8 hrs.	\$600.00

Meyer Theater

Conference/Meeting Weekend Rate	
Non-Profit—Hourly	\$150.00
Non-Profit—4 hrs.	\$450.00
Non-Profit—8 hrs.	\$650.00
Profit—Hourly	\$200.00
Profit—4 hrs.	\$650.00
Profit—8 hrs.	\$900.00

Meyer Theater

Non-Profit Rates:	
Rehearsal Weekday Rate	\$175.00
Performance Weekday Rate	\$500.00
Rehearsal Weekend Rate	\$300.00
Performance Weekend Rate	\$695.00
Profit Rates:	
Rehearsal Weekday Rate	\$350.00
Performance Weekday Rate	\$800.00
Rehearsal Weekend Rate	\$600.00
Performance Weekend Rate	\$1,200.00

Atrium

Weekday Rate	
Non-Profit—Hourly	\$80.00
Non-Profit—4 hrs.	\$200.00
Non-Profit—8 hrs.	\$350.00
Profit—Hourly	\$100.00
Profit—4 hrs.	\$225.00
Profit—8 hrs.	\$400.00

Atrium

Weekend Rate	
Non-Profit—Hourly	\$125.00
Non-Profit—4 hrs.	\$275.00
Non-Profit—8 hrs.	\$450.00
Profit—Hourly	\$150.00
Profit—4 hrs.	\$375.00
Profit—8 hrs.	\$600.00

Additional charges may apply for special set-ups, A/V equipment or human resources. Personal Listening Devices are available in the Meyer Theater.