

Rental Fees

Commercial Users:

- Small Classroom (*seats less than 30*)
\$30.00 an hour
- Large Classroom (*seats 30 or more*)
\$50.00 an hour
- Smart/Streaming Video Classroom
\$60.00 an hour
- Computer Lab – *all equipment included*
\$500.00 full day; \$350.00 half day
- Mobile Computer Lab – \$500.00 full day;
\$350.00 half day
- Student Activity Center – \$50.00 an hour

Non-Profit Users:

- Small Classroom (*seats less than 30*)
\$20.00 an hour
- Large Classroom (*seats 30 or more*)
\$40.00 an hour
- Smart/Streaming Video Classroom
\$50.00 an hour
- Computer Lab – *all equipment included*
\$400.00 full day; \$250.00 half day
- Mobile Computer Lab – \$400.00 full day;
\$250.00 half day
- Student Activity Center – \$45.00 an hour

Other Charges

Other Charges for Both Commercial and Non-Profit Users:

- Custodial Regular Time – \$18.00 an hour for each Custodian
- Custodial Overtime – \$27.00 an hour for each Custodian
- Security Regular Time – \$13.00 an hour for each Security Officer
- Security Overtime – \$17.00 an hour for each Security Officer
- Maintenance Regular Time – \$27.50 an hour for each Maintenance Personnel
- Maintenance Overtime – \$41.00 an hour for each Maintenance Personnel
- Media Technician Regular Time
\$21.00 an hour
- Media Technician Overtime
\$31.00 an hour

- Computer Technician Regular Time
\$24.50 an hour
- Computer Technician Overtime
\$36.50 an hour
- Computer Lab Set Up – \$35.00
- Teleconference Set Up – \$35.00
- Video Projector/LCD Panel/
Overhead – \$75.00
- Piano – \$75.00 per use
(*also include Large Classroom fee*)
- Easel – \$15.00
- Flipchart – \$12.00
- Wired Microphone – \$30.00
- Wireless Microphone – \$50.00
- Camcorder – \$30.00
- Computer with Projector for
PowerPoint – \$100.00

Business Services

Additional support services are available for a fee, to assist with photocopying, faxing or printing. Name badges and additional presentation supplies are also available.

Overnight Accommodation
Event participants have easy access to a variety of nearby accommodations. Lodging information is available upon request from the Sandusky County Visitors and Convention Bureau.



Terra Community College

Whether you're planning a large gathering for hundreds of people or a private corporate meeting, the campus of Terra Community College is the ideal venue for your next event. Our professional staff can help you customize any occasion to meet your individual needs. Terra offers full service on-site catering and a full line of on-site AV and multi-media equipment and support.

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Terra Community College Facility Usage Guide



Terra Community College Facility Usage Guide

Guidelines:

1. Usage of facilities must be scheduled with **Heather Justice at 419-559-2364** at least two weeks prior to the activity. All events must be described on a Facilities Use Request Form available at the time of the initial request.
2. Reservations and requests are on a first come, first served basis. Availability will be verified with academic scheduling before formally reserving a classroom. Availability will be verified with the Student Activities Center (SAC) Coordinator before formally scheduling any event into the SAC.
3. Food and beverage catering is available from **Taher Campus Dining at 419-559-2323**. Taher has the right of first refusal for any catering requirements. If there is a cancellation within two days of the event, a 75% surcharge of the total food cost will be charged.
4. A deposit of 10%, not to exceed \$100.00 is required. The deposit is non-refundable if the event is cancelled within seven days of the event.

5. Additional charges may be added to include supervision and/or security staff, above normal custodial help when required, above normal set-up costs, hauling or handling equipment, use of audio-visual equipment, technical assistance, or other costs as determined by the College.
6. Those wishing to use College facilities shall accept responsibility for any damage done to College property. The College assumes no liability for personal belongings and effects.
7. The rental group leader and all participants will hold the college harmless at all times from any claims or damage on account of injury to anyone using the college facilities, grounds and/or equipment in connection with the function sponsored or operated by the applicant, and/or growing out of their use and occupancy of the said facilities/grounds, or through any defect in said premises, including sidewalks, roadways, and /or parking lot areas adjoining the same and use or operation thereof.



Student Activities Center

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Start Here...Go Anywhere!