



## PHYSICAL FACILITY RENTAL FEES

UCC Special Events Office

Phone: 541-440-4705

<http://www.umpqua.edu>

### GENERAL RULES

1. The facility rental fee schedule is subject to change without notice.
2. All banquet/workshop meals or refreshments must be arranged with the Dir of Culinary Services AFTER room reservation is confirmed. Other vendors approved by V.P of Admin services.
3. Jacoby Auditorium has first rights to offer food concession sales in Jacoby facilities.
4. All rehearsal charges shall be made at non-profit rates.
5. Liability insurance, in the amount of \$1,000,000 (college named as additionally insured), is the responsibility of the customer, and must be on file prior to the event . Exceptions may be approved by the V.P of Admin Services.
6. The customer will be charged replacement or repair costs for all damaged facilities or equipment when such breakage is caused by use beyond normal wear and tear.
7. The customer will be charged for custodial and/or costs when such costs are incurred for additional staff or overtime.
8. UCC programs and events have priority use of facilities.
9. Prior to 4:30 groups using facilities must use public parking not visitor or staff lots.
10. Special product requests will be charged the going market rate.
11. Discounts may be negotiated with renters holding multiple venues in one fiscal year.
12. For more information, see UCC's Facility Use Agreement.

### Profit / Non-Profit Organization Fee Schedule

**Half day rates are = to 5 hours or less**

**Day Use is up to 10 hours long**

Hours spent over 10 will be charged the hourly rate (per hour over 10).

All Non-profit users are eligible to claim tax exempt status, government agencies, 509A.1, 509A.2, 509A.3, or 501C.3

Description	Regular Day Rate	Regular Half Day	Hourly Reg Rate past 10hrs	Standard Rate	Non- profit Day Rate	Non-profit Half Day	Hourly NP Rate past 10hrs
<b>Section I: MEETING / BANQUET / CONFERENCE ROOMS / CLASSROOM</b>							
Banquet / Meeting Rm, CC Indian Rm (capacity 70 dining, 150 assembly) Includes (18) 3'X6' tables & (70) chairs	\$ 240	\$ 155	\$ 30	---	\$ 200	\$ 130	\$ 25
Banquet / Meeting Rm, CC Timber Rm (capacity 45 dining, 65 assembly) Includes (10) 3'X6' tables & (45) chairs	\$ 200	\$ 130	\$ 25	---	\$ 160	\$ 105	\$ 20
Banquet / Meeting Rm, CC Indian + Timber Rm may be combined to seat 115 dining	\$ 440	\$ 285	\$ 55	---	\$ 360	\$ 235	\$ 45
Banquet / Meeting Rm, CC Dining Rm (capacity 200 dining) Includes (20) 6' round tables & (120) chairs. Additional tables & chairs are available upon request.	\$ 440	\$ 285	\$ 55	---	\$ 360	\$ 235	\$ 45
Banquet / Meeting Rm, CC Multi-Rms - For weddings/proms (weekend use). Includes tables & chairs, Dining, Indian, Timber & Lobby. Customer responsible for set up and take down/cleaning.	\$ 660 / use			---	\$ 540 / use		

Description	Regular Day Rate	Regular Half Day	Hourly Reg Rate past 10hrs	Standard Rate	Non- profit Day Rate	Non-profit Half Day	Hourly NP Rate past 10hrs
Classrooms (lecture/discussion) (capacity of classroom varies, 15-60) Includes computer station, data projector, screen, chalk &/or white board.	\$ 160	\$ 105	\$ 20	---	\$ 120	\$ 80	\$ 15
Computer Lab (room size varies. capacity 24 avg)	\$ 240	\$ 155	\$ 30	---	\$ 200	\$ 130	\$ 25
Meeting Room, ESB Umpqua Room (capacity 12)	\$ 160	\$ 105	\$ 20	---	\$ 120	\$ 80	\$ 15
Meeting Room, LIB Eleanor Moody Room (capacity 12)	\$ 160	\$ 105	\$ 20	---	\$ 120	\$ 80	\$ 15
Meeting Room, ADMIN Board Room (capacity 26)	\$ 160	\$ 105	\$ 20	---	\$ 120	\$ 80	\$ 15
Meeting Rm, CC Student Lounge (available at restricted times)	\$ 160	\$ 105	\$ 20	---	\$ 120	\$ 80	\$ 15
Meeting Room, WFA Centerstage (capacity 182)	\$ 360	\$ 235	\$ 45	---	\$ 280	\$ 180	\$ 35
Meeting / Banquet Rm, Jacoby Auditorium Lobby (capacity 60 seating, 260 assembly)	\$ 200	\$ 130	\$ 25	---	\$ 160	\$ 105	\$ 20
<b>Section II: OUTDOOR FACILITIES / FIELDS / PHYSICAL EDUCATION COMPLEX</b>							
Swimming pool (college hired lifeguards must be present at ea. use. Min of 2 guards plus 1 guard for ea. add. 30 swimmers)							
Group of 1-25 Swimmers . . . . . 2 Lifeguards	---	---	\$ 95	---	---	---	\$ 80
Group of 26-60 Swimmers . . . . . 3 Lifeguards	---	---	\$ 135	---	---	---	\$ 110
Group of 61-90 Swimmers . . . . . 4 Lifeguards	---	---	\$ 170	---	---	---	\$ 140
Group of 91-120 Swimmers . . . . . 5 Lifeguards	---	---	\$ 185	---	---	---	\$ 155
Group of 121-150 Swimmers . . . . . 6 Lifeguards	---	---	\$ 205	---	---	---	\$ 170
Group of 151-180 Swimmers . . . . . 7 Lifeguards	---	---	\$ 225	---	---	---	\$ 185
Group of 181-350 Swimmers . . . . . 8 Lifeguards	---	---	\$ 240	---	---	---	\$ 200
Gymnasium (users responsible for providing equipment)	\$ 240	\$ 155	\$ 30	---	\$ 200	\$ 130	\$ 25
Gymnasium / Field Game Day - set up fee	---			\$ 50 / use	---		
Grass Fields ( users responsible for providing own equipment)	\$ 200	\$ 130	\$ 25	---	\$ 160	\$ 105	\$ 20
<b>Section III: JACOBY AUDITORIUM Facility Charges (capacity 1,010) (Note: In lieu of listed below facility pricing, Umpqua Community College &amp; Jacoby Auditorium reserve the right to amend fee schedules, as negotiated, based on a percentage of gate receipts).</b>							
Jacoby Auditorium House: (capacity 1,010) Includes: stage, dressing rooms, lobby, seating.	\$ 960	\$ 625	\$ 120	---	\$ 800	\$ 520	\$ 100
Jacoby Auditorium Lobby: (capacity 60 seating, 260 assembly)	\$ 200	\$ 130	\$ 25	---	\$ 160	\$ 105	\$ 20
Stage Lighting (assessed on an hourly basis)	---	---	\$ 65	---	---	---	\$ 55
Lite plot reset fee (setting & hanging of outside venues light plot design)	\$ 480 / perf	---	---	---	\$ 400 / perf	---	---
Orchestra Pit Modification	\$ 480 / use	---	---	---	\$ 400 / perf	---	---
DVD Data projector (set-up/take down)	\$ 90 / perf	---	---	---	\$ 75 / perf	---	---
Follow spotlights (HMI) (4 available)	\$ 70 / perf	---	---	---	\$ 60 / perf	---	---
In-house PA system (includes use of one microphone)	\$ 90 / use	---	---	---	\$ 75 / perf	---	---
Additional Microphones	\$ 15 / use	---	---	---	\$ 10 / use	---	---
Wireless microphones (performance use ONLY)	\$ 30 / use	---	---	---	\$ 25 / use	---	---
9' Steinway Concert Grand Piano (1 performance and 1 rehearsal - pay to Roseburg Community Concert Association)	\$ 120 / use	---	---	---	\$ 120 / use	---	---
9' Mason & Hamlin Concert Grand Piano - Lynn McDonald	\$ 110 / perf	---	---	---	\$ 90 / perf	---	---

Description	Regular Day Rate	Regular Half Day	Hourly Reg Rate past 10hrs	Standard Rate	Non-profit Day Rate	Non-profit Half Day	Hourly NP Rate past 10hrs
Piano tuning (1 performance and 1 rehearsal - responsibility of the client, scheduled by Jacoby)	(QUOTED per tuning)						
Fog Machine (plus cost of 1 liquid)	\$ 55 / perf	---	---	---	\$ 45 / perf	---	---
Intelligence lighting package (including fog machine)	\$ 90 / perf	---	---	---	\$ 75 / perf	---	---
Rehearsal Boom Box - Half day block (5hrs) Includes: House Manager, Stage, Dressing rooms (NO technical support on hand)	---	---	---	\$ 250 / use	---	---	---
<b>Section IV: SWANSON AMPHITHEATER (Capacity Open)</b>							
Event Deposit	\$ 200 / event			---	\$ 200 / event		
Amphitheater Rental (1-5 hours)	1-250 people	\$ 300 / perf		---	\$ 150 / perf		
	251-500 people	\$ 350 / perf		---	\$ 200 / perf		
	501-750 people	\$ 400 / perf		---	\$ 250 / perf		
	751-1000 people	\$ 450 / perf		---	\$ 300 / perf		
	1000 + people	\$ 500 base + 20% / additional \$ 250		---	\$ 350 base + 20% / additional \$ 250		
Amphitheater Rental (Full Day)	1-250people	\$ 400 / perf		---	\$ 200 / perf		
	251-500people	\$ 450 / perf		---	\$ 250 / perf		
	501-750people	\$ 500 / perf		---	\$ 300 / perf		
	751-1000people	\$ 550 / perf		---	\$ 350 / perf		
	1000 + people	\$ 600 base + 20% / additional \$ 250		---	\$ 400 base + 20% / additional \$ 250		
Sound system: Includes mixer + up to 4 wired microphones	\$ 200 / event			---	\$ 150 / event		
Additional Microphones wired, wireless handheld, lavalier, PZM, Condenser	\$ 15 each			---	\$ 10 each		
Lighting / Stage	\$ 50 / use			---	\$ 40 / use		
Distribution Box (Additional multi-outlet power supply)	\$ 50 / use			---	\$ 40 / use		
<b>Section V: WHIPPLE FINE &amp; PERFORMING ARTS CENTER Facility Charges (capacity 180)</b>							
Whipple Fine Arts Centerstage Theater: (capacity 182 seating) Includes: stage, lobby, seating)	\$ 360	\$ 235	\$ 45	---	\$ 280	\$ 180	\$ 35
Whipple Fine Arts Gallery: (capacity 100 assembly) Includes lobby	\$ 240	\$ 155	\$ 30	---	\$ 200	\$ 130	\$ 25
<b>Section VI. AUDIO-VISUAL EQUIPMENT (All rates are for one day use unless otherwise stated.)</b>							
A/V carts, 2 electric outlets, 42" + 34", (extra outside the ones provided for performance)	\$ 15 / use	---	---	---	\$ 10 / use	---	---
CD Stereo "Boombox"	\$ 25 / use	---	---	---	\$ 20 / use	---	---
Easel (no paper)	\$ 15 / use	---	---	---	\$ 10 / use	---	---
Liberty public address system (wireless, portable)	\$ 45 / use	---	---	---	\$ 35 / use	---	---
Microphone (each additional)	\$ 15 / use	---	---	---	\$ 10 / use	---	---
Microphone mixer and one microphone	\$ 40 / use	---	---	---	\$ 30 / use	---	---
Public address system with one wired microphone, and podium	\$ 15 / use	---	---	---	\$ 10 / use	---	---
Public address system with one wireless microphone, and podium	\$ 20 / use	---	---	---	\$ 15 / use	---	---
Public address system, non-standard locations, on campus only (lectern provided with one microphone)	\$ 55 / use	---	---	---	\$ 45 / use	---	---

Description	Regular Day Rate	Regular Half Day	Hourly Reg Rate past 10hrs	Standard Rate	Non-profit Day Rate	Non-profit Half Day	Hourly NP Rate past 10hrs
Projection Screen (portable - 70")	\$ 15 / use	---	---	---	\$ 10 / use	---	---
Projectors, Overhead Transparency (portable)	\$ 25 / use	---	---	---	\$ 20 / use	---	---
Projectors, Slide (35mm)	\$ 20 / use	---	---	---	\$ 15 / use	---	---
Sound recording service (CD)	\$ 45 / perf	---	---	---	\$ 35 / perf	---	---
Telephone conferencing equipment - Darome - ON CAMPUS ONLY	\$ 25 / use	---	---	---	\$ 20 / use	---	---
Video, 20' TV monitor	\$ 30 / use	---	---	---	\$ 25 / use	---	---
Video, VHS camcorder	\$ 70 / use	---	---	---	\$ 60 / use	---	---
Video, VHS camcorder system, (VCC, tripod, Microphone)	\$ 70 / use	---	---	---	\$ 60 / use	---	---
Video, VHS player/recorder	\$ 30 / use	---	---	---	\$ 25 / use	---	---
Video, 27"VHS playback system, (VHS player/recorder, 27" TV, cart)	\$ 70 / use	---	---	---	\$ 60 / use	---	---
Video/Data Projectors, MOUNTED	\$ 120 / use	---	---	---	\$ 100 / use	---	---
Video/Data Projectors, Portable VP/ M-002 Video/XGA projector - PROXIMA	\$ 170 / use	---	---	---	\$ 140 / use	---	---
Video/Data Projectors, Portable VP/ M004 - Phillips	\$ 205 / use	---	---	---	\$ 170 / use	---	---
Video/Data Projectors, Portable VP/ M006 - Mitsubishi	\$ 270 / use	---	---	---	\$ 225 / use	---	---
<b>Section VII: PERSONNEL [two (2) hour minimum unless otherwise noted]</b>							
Event Set -up Fee (If not done by user)		\$ 90 / use		---		\$ 75 / use	
Event Tear-down Fee (If not done by user)		\$ 90 / use		---		\$ 75 / use	
Event / House Manager (REQUIRED)		---		\$ 25 / hour		---	
Technical Staff Support - Light / sound / equipment		---		\$ 20 / hour		---	
Stage Staff Support - Stagehands / follow-spotlight operators		---		\$ 20 / hour		---	
Stage Manager		---		\$ 20 / hour		---	
Facilities Staff Support - Security		---		\$ 20 / hour		---	
Facilities Staff Support - Custodial / Maintenance		---		\$ 25 / hour		---	
Computer Lab Technician (per 30 minutes of preparation or takedown, 2 hr min DNA)		---		\$ 25 / 30 minutes		---	
<b>Section VIII: MISCELLANEOUS</b>							
Choir / Chair Risers, Choral Shell [five (5) panels with three (3) rows available]		\$ 20 / panel-riser		---		\$ 15 / panel-riser	
Chairs		\$ 1.80 each		---		\$ 1.50 each	
Tables 4 ft. Round Folding							
Tables 3 ft. X 6 ft. Rectangular Folding		\$ 5.00 each		---		\$ 3.00 each	
<b>For ALL events - A Flat Fee will be charged in accordance with the number of participants attending the event.</b>	1-250 people	---		\$ 25 / day of event		---	
	251-500 people	---		\$ 50 / day of event		---	
	501-750 people	---		\$ 75 / day of event		---	
	751-1000 people	---		\$ 100 / day of event		---	
	1000 + people	---		\$ 100 base +20% / additional \$ 250		---	