



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

**PROCEDURE: Fee Structure for the Use of College Facilities
Number: 2.2.2.1**

Responsibility: Administrative Services
Last Updated: November 1, 2023
Related Policy: 2.2.2 Facilities Reservations

President

Purpose:

The purpose of this procedure is to define fee structures for the use of college facilities.

Procedure:

Organizations or groups who use College facilities will be charged fees based on facilities required and equipment requested.

1. The fee structure is as follows:
 - a. For the use of rooms with a capacity of 25 occupants or less there is a charge of \$40 per clock hour per room for any one series of meetings with a minimum charge of \$80. The daily rate is \$240.
 - b. For the use of rooms with a capacity of 26-75 occupants there is a charge of \$50 per clock hour per room for any one series of meetings with a minimum charge of \$100. The daily rate is \$300.
 - c. For the use of the Building 12 Auditorium, Building 12 Student Center, Building 4 tiered classroom (Room 103) or New River tiered classroom (Room 126) there is a charge of \$75 per clock hour for any one series of meetings with a minimum charge of \$150. The daily rate is \$450.
 - d. Where several rooms or a combination of facilities are required, specific arrangements and charges will be determined on an individual basis.
 - e. The security fee, if applicable, is \$40 per hour for a minimum of two hours.
 - f. The fee for an Information Technician (required for use of any equipment at TCL such as PowerPoint or microphones), if applicable, is \$50 per hour for a minimum of two hours.
2. Fees may be waived at the discretion of the President or as delegated to the Vice President for Administrative Services for programs complementing the College's mission.

3. All fees must be paid in advance for final approval of the request.