

# Student Center Fee Schedule

Effective Date: July, 2019

Updated: October, 2018

## Rizzuto Banquet Room

*Fee includes set-up and clean up*

### Seminars and Meeting

- Four hours or less           **\$100**
- All day                           **\$150**

### Banquets

- **\$100**
- Dance Floor                   **\$50.00**

### Wedding Reception

- With Dance Floor           **\$500.00**
- Without Dance Floor       **\$450.00**

### Staffing Charges

**\*Staffing fee per hour applies to all events that occur on evenings, weekends, and holidays.**

### Technology Charges:

**Tech. Staff Assistance with audio visual equipment:     \$25/hour - 1 hr. minimum**

*(Tech Staff fee is applicable for rooms with or without fixed features)*

**\*\*Exceptions:** Direct OJC programs, classes, events, or activities

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## Conference Room 120

*Fee includes set-up and clean up*

### Seminars and Meeting

- Four hours or less           **\$45.00**
- All day                           **\$75.00**

### Technology Charges:

**Tech. Staff Assistance with audio visual equipment:     \$25/hour - 1 hr. minimum**

*(Tech Staff fee is applicable for rooms with or without fixed features)*

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**\*\*Exceptions:** Direct OJC programs, classes, events, or activities

## **ASG Room**

*Fee includes set-up and clean up*

### **Seminars and Meeting**

- **Four hours or less**                      **\$20.00**
- **All day**                                      **\$30.00**

**\*\*Exceptions:** Direct OJC programs, classes, events, or activities

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## **Meeting Room**

*Fee includes audio visual technology, set-up, and clean up*

### **Seminars and Meeting**

- **Four hours or less**                      **\$45.00**
- **All day**                                      **\$75.00**

**\*\*Exceptions:** Direct OJC programs, classes, events, or activities

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## **Rattler Den**

*The Food Court is available only when school is not in session.*

*Fee includes audio visual technology, set-up, and clean up*

### **Seminars and Meeting**

- **Four hours or less**                      **\$100.00**
- **All day**                                      **\$150.00**

### **Banquets**

- **\$100.00**
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### **Technology Charges:**

**Tech. Staff Assistance with audio visual equipment:      \$25/hour - 1 hr. minimum**  
*(Tech Staff fee is applicable for rooms with or without fixed features)*

**\*\*Exceptions:** Direct OJC programs, classes, events, or activities

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## Hallway

**Tables set for educational institutions and organizations**

**No charge**

**Tables set for information/selling other than education**

**\$10/table/day all buildings**

\*No charge for colleges or government

\*\*Nonprofit organizations only

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## **Guidelines for OJC Campus Hallway Vendors/Presenters**

### *Representatives*

1. **Must register for the use of a table and must notify the director of Auxiliary Services of any changes or cancellations.**
2. **May not move to a location other than those agreed upon with the director of Auxiliary Services.**
3. Must be responsible for the actions of all persons acting on behalf of the institution/company/organization.
4. Must have any audiovisual aids (VCR, videotape, sound equipment, etc.) approved by the director of Auxiliary Services prior to set up.
5. May only distribute items that have some purpose relevant to the institution/company/organization.
6. Must confine displays to the table top. Displays must not exceed 36 inches in height and 40 inches in length and must not block or obstruct traffic flow.
7. Must remain behind the table during communications with those walking by. All conversations, interviews and presentations (unless otherwise specified) must be conducted from behind the table.

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### *Alcohol and Security*

- **Customers who will be having either a dance or alcohol will be required to have a security guard on the premises.**
- **Arrangements can be made for security through the Director of Auxiliary Services.**

*(Ticketed and invitation- only functions may qualify for an exception with approval by the Director of Auxiliary Services)*

### *Decorations*

**Customers may decorate rooms with the prior approval of the Director of Auxiliary Services**

- **No glitter or confetti**
- **No items will be hung in the banquet room without prior approval**

## **Please note the following important addendum to all facility fee schedules:**

Per Jim Rizzuto, OJC President

OJC Department Heads and Administrators may waive facility and custodial fees for the Student Center, Humanities Center, and/or Classrooms for governmental agencies or off-campus groups under the following conditions:

1. The agency or organization has a direct link to present or future Otero Junior College activities, programs, events, or policy.

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2. Department Heads or Administrator who waive fees shall be able to justify the waiver as a direct marketing benefit to their department.
3. Department Heads or Administrator who waive fees shall intramural the cost of the facility fee and/or custodial fee from their account to the account of the facility.