



Facilities Utilization Fees

*15% Facility Preservation Surcharge, before discount, is required of all groups.
Space is reserved on a first come, first served basis unless otherwise agreed upon in writing.*

PLEASE NOTE: Facilities within the Robert R. Jorgensen Athletic/Event Center are not available for use by the public until three months prior to the requested date unless they fall into one of the three specific criteria listed below:

1. Over 1,000 attendees (bona fide open house)
2. Minimum of \$5,000.00 in revenue
3. Significant, and proven, benefit to the greater Mohawk Valley region

ROME CAMPUS:

Per Hour Rate:

Plumley Complex (PC)

PC 111, Library Conference Room (Capacity 16)	30.00
PC 129, Plumley Conference Room (Capacity 14)	30.00
PC 133, Tasting Room (Capacity 16)	30.00
PC 119, Event/Meeting Room (Capacity 30)	40.00
PC 118, Event/Meeting Room (Capacity 50)	50.00
PC 116, Festine Auditorium (Capacity 88)	75.00
PC 150, Dining/Community Hall (Capacity 150)	90.00

UTICA CAMPUS:

Alumni College Center (CC)

CC116, Conference Room (Capacity 125)	80.00
Snack Bar (Capacity 300)	90.00

Information Technology Building (IT)

IT218 or IT220, Small Meeting Room (Capacity 15)	30.00
IT225, Excellus BCBS Conference Room (Capacity 80)	70.00
Dr. Michael I. Schafer Theater (3-Hour Minimum)	100.00 (\$800.00 for full-day use; 8+ hours)
Green Room	75.00 per day
Dressing Rooms (male and female)	30.00 per day

Robert R. Jorgensen Athletic/Event Center (JC)

Racquetball Courts	40.00
Yoga/Aerobics Studio	50.00
Multi-Purpose Room	60.00
Pool	75.00
Playing Fields/Outdoor Track	80.00
Gymnasium (Performance)	100.00
*Field House	
Full Events Center	500.00 (\$4,000.00 for full day use; 8+ hours)
Field House (Individual Bays or Track Only)	100.00

Payne Hall (PH)

Executive Boardroom (Room 300)	50.00
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***Rental groups should focus on the following date ranges for events held within the Field House:** Weekends from late May – mid August, weekdays (after 4:00 p.m.) from late May – mid August, weekends from late December – mid January, Saturdays (after 4:00 p.m.) and Sundays (prior to 1:00 p.m.) during academic terms.

Other:	Lobby Space, Classrooms, College Green, Parking Lots	30.00
	Computer Labs	45.00
	Lecture Halls	50.00

Additional Charges: Prevailing wage rates will be applied where applicable for services including maintenance, audio/visual, front of house, stagehand, public safety, and lifeguards.

Facility Preservation Surcharge (required of all groups)	15% of Facilities Utilization Fees
Cancellation Fee (if less than 7 days prior to event)	25% of quoted Facilities Utilization Fees
Clean-Up Fee (required w/ pre-approved concessions or if deemed necessary)	100.00 flat-fee (or actual costs)



Table	2.00 per chair
Chairs (Regular/Plastic)	\$0.50 per chair
Chairs (Padded w/ Hawk logo – ONLY when using Field House/Gym)	\$1.00 per chair
Athletic Scoreboard – Flip Chart	\$5.00 per flip chart
Athletic Scoreboard – Electronic	\$50.00 per day + labor
Audio-Visual, Theatrical, and Other Equipment	Per advance with Technical Assistant

Facilities Utilization Fee Waivers/Discounts

The following considerations are applicable as indicated for facility utilization.

Mohawk Valley Community College (MVCC)

1. No room rental charges will be assessed.
2. Applicable additional charges will be assessed on a case-by-case basis.

Oneida County Government and its Agencies

1. No room rental charges will be assessed, unless otherwise negotiated.
2. Applicable additional charges will be assessed on a case-by-case basis.

Other Governmental Agencies

1. No room rental charges will be assessed for occasional use.
2. Applicable additional charges will be assessed on a case-by-case basis.

MVCC Foundation Donors

1. At the discretion of the College, room rental charges may be waived.
2. Any applicable additional charges will be assessed per the fee schedule.

Oneida County School Districts

1. Room rental charges will be assessed at 25% of the approved fee schedule.
2. Any applicable additional charges will be assessed per the fee schedule.

Not for Profit Organizations

1. Room rental charges will be assessed at 50% of the approved fee schedule.
2. Any applicable additional charges will be assessed per the fee schedule.

NYS Departments

1. Room rental charges will be assessed at 75% of the approved fee schedule.
2. Any applicable additional charges will be assessed per the fee schedule.

Employees of Mohawk Valley Community College (MVCC)

1. Room rental charges will be assessed at 75% of the approved fee schedule.
2. Any applicable additional charges will be assessed per the fee schedule.

For Profit Organizations

1. Room rental charged will be assessed at 100% of the approved fee schedule.
2. Any applicable additional charges will be assessed per the fee schedule.