



**Events and Guest Services (EGS) – Facilities Utilization Fees**

*Space is reserved on a first come, first served basis unless otherwise agreed upon in writing. Daily rates are based on five (5) or more hours of use (no more than 10 hours per day), available between the hours of 8am-10pm, and is subject to space availability. Any use outside of these parameters will be billed at the hourly rate. The College reserves the right to limit the hours of use for groups utilizing the Daily Rate.*

**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 (unless otherwise approved by the Director of Events and Guest Services and the Associate Dean of Athletics and Physical Education):*

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**      **Daily Rate (Based on 5+ Hours)**

Plumley Complex (PC)

PC 111, Library Conference Room (Capacity 16)	30.00	150.00
PC 129, Plumley Conference Room (Capacity 14)	30.00	150.00
PC 120, Event/Meeting Room (Capacity 30)	40.00	200.00
PC 119, Event/Meeting Room (Capacity 50)	50.00	250.00
PC 134 Hospitality (Prep Kitchen)	50.00	250.00
PC 116, Festine Auditorium (Capacity 88)	90.00	450.00
PC 150, Dining/Community Hall (Capacity 150)	100.00	500.00

**UTICA CAMPUS:**

Alumni College Center (CC)

CC116, Conference Room (Capacity 125)	80.00	400.00
Snack Bar (Capacity 300)	100.00	500.00

Payne Hall (PH)

Executive Boardroom (Room 300)	100.00	500.00
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Robert R. Jorgensen Athletic/Event Center (JC)

Racquetball Courts	50.00	250.00
Yoga/Aerobics Studio	60.00	300.00
Multi-Purpose Room	70.00	350.00
Playing Fields/Outdoor Track	100.00	500.00
Gymnasium (Performance)	200.00	1,000.00
Pool	200.00	1,000.00
*Field House		
Full Events Center	600.00	3,000.00
Individual Court (Bay 1, 2, or 3) or Track Only	150.00	750.00

Wilcox Hall (WH)

WH218 or WH220, Small Meeting Room (Capacity 15)	30.00	150.00
WH225, Excellus BCBS Conference Room (Capacity 80)	70.00	350.00
Dr. Michael I. Schafer Theater (3-Hour Minimum)	150.00	750.00
Green Room		70.00
Dressing Rooms (1 Male and 1 Female)		30.00

**\*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.*

<b>Other:</b> Lobby Space, Classrooms, College Green, and Parking Lots	40.00	200.00
Lecture Halls	60.00	300.00

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

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 table
Chairs (Regular/Plastic)	\$1.00 per chair
Chairs (Padded w/ Hawk logo – ONLY when using Field House/Gym)	\$2.00 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 Coordinator

### **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 (75% off).
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 (50% off).
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 (25% off).
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 (25% off).
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 (no discount).
2. Any applicable additional charges will be assessed per the fee schedule.