

## FACILITY RENTAL RATES & GUIDELINES

### LEE CAMPUS

Area	Private Rate	Government/501c3 Organizations
<b>Multi-Purpose Spaces</b>		
AA-177	\$880	\$440
U-102	\$1100	\$550
J-117/118	\$550	\$275
Cafeteria (S Building)*	\$330	\$165
Glass Room (S Building Cafeteria)	\$110	\$55
Cafeteria (High School)*	\$330	\$165
Conference Rooms	\$110	\$55
<b>Auditoriums</b>		
Rush Auditorium	\$550	\$275
Rush Auditorium Lobby	\$220	\$110
<b>Lecture Halls</b>		
Walker Hall A-105	\$220	\$110
Areca Hall P-103	\$220	\$110
Hendry Hall K-143	\$220	\$110
<b>Outdoor Spaces</b>		
The Lawn	\$330	\$165
Recreation Field	\$330	\$165
Inspiration Garden	\$330	\$165
Bell Tower	\$220	\$110
The Breezeway	\$330	\$165
Picnic Area	\$110	\$55
Basketball Court	\$44/hr.	\$22/hr.
Sand Volleyball Court	\$44/hr.	\$22/hr.

*\*Not available during operating hours and requires prior approval from the Director of Auxiliary Services.*

**\*\*Rates are discounted 50% for use up to four hours. This does not include the Suncoast Credit Union Arena or Barbara B. Mann Performing Arts Hall.\*\***

### COLLIER CAMPUS

Area	Private Rate	Government/501c3 Organizations
<b>Multi-Purpose Spaces</b>		
J-103	\$440	\$220
J-104	\$440	\$220
M-201	\$770	\$385
N-148	\$770	\$385

Cafeteria*	\$110	\$55
Conference Room	\$110	\$55
<b>Auditoriums</b>		
Auditorium	\$770	\$385
<b>Outdoor Spaces</b>		
The Lawn	\$440	\$240
Courtyard	\$330	\$165
The Breezeway	\$330	\$165
Rooftop Garden	\$440	\$220

\*Not available during operating hours and requires prior approval from the Director of Auxiliary Services.

\*\*Rates are discounted 50% for use up to four hours. This does not include the Suncoast Credit Union Arena or Barbara B. Mann Performing Arts Hall.\*\*

### CHARLOTTE CAMPUS

Area	Private Rate	Government/501c3 Organizations
<b>Multi-Purpose Spaces</b>		
O-117	\$220	\$165
Cafeteria*	\$165	\$55
Conference Room	\$165	\$55
<b>Auditoriums</b>		
Auditorium	\$770	\$385
Auditorium Lobby	\$165	\$55
<b>Outdoor Spaces</b>		
Observatory	\$440	\$220
Picnic Area	\$165	\$55
POPS Field	\$660	\$330
Bell Tower	\$220	\$110
The Bowl	\$330	\$165
The Breezeway	\$110	\$55
Tennis Courts (per court)	\$44/hr.	\$22/hr.
Volleyball Court	\$44/hr.	\$22/hr.
Basketball Court	\$44/hr.	\$22/hr.
Racquetball Court	\$22/hr.	\$11/hr.

\*Not available during operating hours and requires prior approval from the Director of Auxiliary Services.

\*\*Rates are discounted 50% for use up to four hours. This does not include the Suncoast Credit Union Arena or Barbara B. Mann Performing Arts Hall.\*\*

### HENDRY/GLADES CENTER

Area	Private Rate	Government/501c3 Organizations
<b>Multi-Purpose Spaces</b>		
A-119	\$220	\$110
Conference Room	\$110	\$55
Community Room	\$220	\$110
<b>Outdoor Spaces</b>		
Outdoor Area	\$330	\$165

## CLASSROOMS & LABS

Classrooms, Computer Labs and Science Labs can only be scheduled once academic schedule for the requested semester has been completed. Computer Labs and Science Labs require FSW staff be present. These areas are scheduled on an hourly basis and pricing is as follows:

CLASSROOMS	Private Rate	Government/501c3 Organizations
Classrooms up to 39 seats	\$44/hr.	\$22/hr.
Classrooms up to 49 Seats	\$66/hr.	\$33/hr.
Classrooms 50+ Seats	\$110/hr.	\$55/hr.
Computer or Science Lab	\$220/hr.	\$110/hr.

## COLLEGE & UNIVERSITY PARTNERS

College and University Partners, approved by the Provost & Vice President of Academic Affairs, wishing to rent classroom space on a semester basis will be charged flat rates on classroom space for academic use as follows:

SEMESTER RATE					
<i>Class meetings per week:</i>	1X / Week	2X / Week	3X / Week	4X / Week	5X / Week
Classroom – up to 40 seats	\$770	\$1540	\$2,310	\$3080	\$3,850
Computer Lab	\$1,320	\$2,640	\$3,960	\$5280	\$6,600

## PARKING AND PARKING LOTS

All event attendees are provided surface parking on campus on a first come first serve basis. Exclusive use of a parking lot requires prior approval from the Director of Auxiliary Services and are charged at the below rates.

PARKING LOT SIZE	RATE
Parking Lot up to 100 spaces	\$110.00
Parking Lot up to 175 spaces	\$192.50
Parking Lot up to 250 spaces	\$275.00
Parking Lot up to 325 spaces	\$357.50
Parking Lot 326+ spaces	\$550.00



**SUNCOAST CREDIT UNION ARENA**

The Suncoast Credit Union Arena is jointly managed by the College and Professional Facilities Management Inc. The organization that coordinates events held in the Arena is determined depending on the event and/or organization hosting the event. Flat show rentals are priced as listed below. Due to the unique nature of the Arena, pricing is subject to change and College and/or PFM reserve the right to negotiate pricing.

Area	Private Rate	Government/501c3 Organizations*
<b>Main Floor</b>	\$6,600	\$4,950
<b>Hospitality Pavilion &amp; Patio</b>		
Up to Four Hours	\$440	\$330
Full Day	\$880	\$660
<b>1<sup>st</sup> Floor Patio</b>		
Up to Four Hours	\$220	\$165
Full Day	\$440	\$330

*\*Due to the College's Basketball Season, discounted pricing will not be available August 16<sup>th</sup> through the second week of March. All rentals during that time period will be at the Private Rate only.*

*\* Rates include one normal set-up, heat and/or air conditioning, normal lighting, and water as installed on the premises. Rates do not include additional services provided to support an event such as additional utility costs, room set up changes, audio/visual equipment not readily available in room, mowing, equipment rental, ant control, custodial services, security services, etc. Estimates will be provided at time of reservation based on the needs of the event.*



**BARBARA B. MANN PERFORMING ARTS HALL**

The College contracts the management of the Barbara B. Mann Performing Arts Hall. Outside Organizations wishing to rent this facility can contact the Barbara B. Mann directly at:

Phone: (239) 481-4849  
Toll Free: (800) 440-7469  
Email: [info@bbmannpah.com](mailto:info@bbmannpah.com)

## GENERAL RENTAL CONDITIONS AND ADDITIONAL SERVICES

### INCLUDED IN FACILITY RENTAL RATE

Rates **include** one normal set-up, heat and/or air conditioning, normal lighting, and water as installed on the premises. Rates **do not include** additional services provided to support an event such as additional utility costs, room set up changes, audio/visual equipment not readily available in room, mowing, equipment rental, ant control, custodial services, security services, etc. Estimates will be provided at time of reservation based on the needs of the event.

Events hosted while the college is officially closed, require prior approval from the Director of Auxiliary Services and will incur additional service fees which will be outlined on your event quote.

### 5K EVENTS

The College restricts the number of 5K Walks/Races on its campuses due to the disruption of regular campus activities. All 5K events require the approval of the Director of Auxiliary Services. Rates start at a minimum of \$1100 and are quoted based on the needs and requirements of the event.

### EQUIPMENT RENTAL

ALL event rental equipment, i.e. tents, chairs, tables, linens, foliage, staged, lighting, etc. MUST be coordinated through Event Services. Should rented equipment arrive to any College facility that has not been coordinated through Event Services, Events Services reserves the right to turn the item(s) away. Equipment that is rented and not removed IMMEDIATELY following the event will result in additional charges for the removal of the said equipment. Unauthorized rental equipment can result in scheduling privileges being revoked.

### OVERTIME

For events closing later than 12 midnight, an additional charge of \$200.00 per hour or a fraction thereof will be charged for events held in the Arena.

### EVENT COORDINATOR

An event coordinator will be assigned to your event upon return of a signed lease. Your coordinator will be in contact with you to assist you with arrangements and outline services available for a successful event.

### MULTIPLE MEETING DISCOUNT

The College will offer a discounted rate for customers who schedule and contract for multiple events on the same Facility Use Agreement within a six (6) month timeframe. Direct Service Fees will not be discounted and the events must be scheduled at least one (1) month in advance of the first scheduled event.

Multiple Events means distinct events held on separate dates through the determined timeframe. One event which spans multiple days (i.e. two day conference) does not qualify as multiple events.

**\*\* Multiple Meeting Discounts do not apply in the Suncoast Credit Union Arena\*\***

### MOVE-IN AND MOVE-OUT

There are no additional charges for pre-event set up by the organization provided it is on the same day of the event. If move-in or move-out occur a day prior or post event date will be charged at 50% of the full day rate.

For the Suncoast Credit Union Arena, any move-in/move-out days prior to or post the event date will be charged at \$1,500 per day.

### LICENSING AGREEMENT

All requests for rental of space will be considered **tentative** until a licensing agreement is signed and insurance certificate are received.

Tentative dates will be held until another person/organization requests the dates, Event Services will call the first hold

and send out a contract immediately, giving that person 10 days to return the signed contract. If they do not return the contract within that time period, the second hold will be given the date.

### **EVENT ADVERTISING**

Organizations may not advertise events until a licensing agreement has been signed by both parties.

### **INSURANCE**

Organizations must provide proof of insurance to our risk management department. The requirements to be met are:  
The Certificate Holder and Additional Insured shall be known as:

District Board of Trustees

Florida SouthWestern State College

Attn: Risk Management

Fort Myers, Florida 33919

Comprehensive General Liability Insurance

\$1,000,000 Bodily Injury

\$1,000,000 Personal Injury Liability

\$1,000,000 Property Damage Each Occurrence

\$1,000,000 Damage to Rented Premises

\$200,000/\$300,000 Auto Liability

\*Please be sure to include the following statement in the Description Box: 'The certificate holder is included as the additional insured.'

The proof of insurance is required in order to complete the agreement.

If your organization is not able to supply proof of insurance that meets these requirements, the insurance can be purchased through our TULIP program. Instruction on how to purchase this insurance is listed on our website at <http://www.fsw.edu/facilityrentals>.

The College reserves the right to require additional insurance coverage and coverage limits.

### **FOOD AND BEVERAGE SERVICES**

The College provides full-service catering on site. No food or beverages may be brought onto the premises without prior permission from the Director of Auxiliary Services. If approval is granted for the use of an outside caterer, the room must be cleaned up after each event by the contracted caterer, or a charge will be given to the licensee. The catering service hired by the licensee must have a business license, insurance, and follow all health regulations and rules. There are no cooking facilities available.

The College is currently under an exclusive contract with Pepsi. All beverages served or sold at events held on campus must be Pepsi products.

### **ALCOHOL**

Prior approval must be obtained in order to serve alcoholic beverages at organized and properly scheduled programs or activities held on College premises. Any person, group or organization seeking permission to serve alcoholic beverages on College premises shall file the Application for Serving Alcohol with the Auxiliary Services Office. The sale of alcohol at events, i.e. cash bars, should be arranged and contracted through the College's current Food Service vendor. Please refer to College Operating Procedure 04-0603 Use of Alcoholic Beverages.

### **SECURITY**

The College maintains control of all building security, using uniform police and off duty police during events. All licensees are responsible for complete security within exhibit areas, meeting rooms, and other areas to be used by licensee. Licensee may be required to provide security in licensed areas from the initial occupancy until completion of move-out, depending on type of event. The College shall have final approval of security requirements for all events conducted within its facilities.

## **FREIGHT DELIVERIES**

The College cannot accept freight shipments for exhibitors of licensees. All shipments delivered for the event must occur during the scheduled move-in.

## **COPYRIGHT FEES**

Any and all ASCAP, BMI, SESAC or other copyright fees applicable to an event will be the full responsibility of the licensee. The user will make payment of the fees directly to the applicable copyright agency.

## **VEHICLES**

Vehicles are not permitted inside College facilities without prior approval of the Director of Auxiliary Services.

## **SMOKING**

Florida SouthWestern State College has a vital interest in maintaining a safe and healthy environment for our College Community. To this end, the College is a smoke-free and tobacco-free campus.

## **DAMAGE & LOSS**

All individuals using College facilities are expected to take reasonable steps to ensure proper care of the buildings and equipment. Accidental damage, repair, and replacement costs are the responsibility of the sponsoring organization. Intentional misuse, vandalism, defacing and/or destruction of College facilities, and/or equipment will result in the organizations loss of facility use privileges and may result in proper legal action that may include replacement costs.

Property of Florida SouthWestern State College (i.e. furniture, paintings, sculptures, displays, flags, etc.) may not be moved or removed from the facility without prior approval from Campus Reservations.

## **DECORATIONS**

Event Services must approve the location of decorations, banners and/or signs. Existing signage cannot be covered or otherwise obstructed. Decorations, signs, banners, etc. cannot be nailed, tacked, stapled, taped or otherwise fastened to ceilings, walls, doors, windows, painted surfaces, columns or directional signs of campus. All decorations must be flame retardant.

- Glitter, confetti, latex balloons and/or water filled items are prohibited.
- Decorations that might pose a fire hazard are prohibited.
- Extension cords will not be used to provide power unless approved by Event Services.
- All decorations and materials must be removed by the sponsoring organization immediately following the event. Failure to do so will result in the items being discarded and additional custodial charges.
- The client will be billed for any damage to surfaces and/or any cleaning requirements as a result of decorations.

## **EVACUATION PROCEDURES**

Individuals are to comply with the facility manager or Campus Public Safety representative at all times. Facility users will be notified of an emergency or threat to safety by alarm, the building staff or Campus Public Safety. If necessary, the facilities will be evacuated in a calm and orderly fashion. In case of evacuation, all persons are to remain outside the building until they are instructed to return by the building staff or Campus Public Safety.