

Carl Sandburg College facilities are funded by the State of Illinois and Carl Sandburg College District #518 to provide service to this college community. This service includes not only instructional programs, but public service beyond instruction.

Carl Sandburg College facilities may be used by other groups and organizations for such purposes that will encompass and enhance the general welfare of the total community; however, the facilities will not be rented to individuals. The basic philosophy of the Board of Trustees is to provide facilities at minimum cost to the user. The basic facility rates and fees applied are such that facilities are available for use as needed at times which do not conflict with the college schedule of activities.

Requests for use will be accepted and approved in accordance with the college schedule, definitions and limitations as approved by the Board of Trustees.

## **DEFINITIONS AND LIMITATIONS**

**Non-Profit** — officially recognized community groups which exist to serve either the community at large or large segments of the community.

**Service to the Public in General** — activities conducted by profit groups which benefit the general public.

**Profit Groups** — organizations which exist for profit to the members or owners.

**Week Days** — 7:00 a.m. Monday to 5:00 p.m. Friday inclusive

**Week-End** — 5:00 p.m. Friday to 7:00 a.m. Monday

**Dining Room** — Use of the dining room does not include use of the kitchen.

**Catering** — Arrangements for food service for external groups should be made directly with the manager of food services.

**Gymnasium** — The facility charge for the gymnasium includes only the gymnasium with baskets and equipment such as volleyball or badminton nets that may be in season and easily installed. It does not include use of the scoreboard, bleachers, showers, or any other special equipment; however these can be added for additional fees. A fee to use the scoreboard is \$20.00 per hour. The College will provide the operator. Any direct labor cost incurred by the College for this service will be added to the facility charges.

**Ball Diamonds** — The charge for use of a ball diamond is on an *as is* basis including use of the bleachers, portable restroom, dugouts and adjacent parking lot. It does not include use of the scoreboard, gymnasium showers, or any other equipment. To prepare baseball/softball fields to game ready is \$75.00 additional and a fee to use the scoreboard is \$20.00 per hour. The College will provide the operator. Any direct labor cost incurred by the College for this service will be added to the facility charges.

**Theatre** — The theatre rate includes the use of seating, stage, and rostrum. When stage equipment and lighting equipment are used, this must be operated under the supervision of college personnel. Any direct labor cost incurred by the College for this service will be added to the facility charges.

**Support Staff** — There may be times when the facilities are used that it will be necessary to have, at the discretion of the College, additional support staff on duty. The direct salaries for this service will be added to the facility charges.

**Reasonable Wear and Tear** — It is expected that the user will be responsible for any damage beyond reasonable wear and tear on college property, including, but not limited to, the building and/or equipment.

**Special Arrangements** — If special arrangements are necessary to provide accommodations or if special equipment or setup is required, the College will cooperate with the user. Any additional direct labor costs to the College will be passed on to the user. The facility charges include the facilities as they are normally furnished for college programs.

**Insurance** — All outside renters are required to provide the Business Services Department with a certificate of liability insurance naming Carl Sandburg College as additional insured, noting that Sandburg's own insurance coverage will be considered secondary for all claims incurred during the rental period. The certificate of insurance must be in the amount of \$1,000,000 for any event or meeting held on the campus.

**Availability** — Facilities may be reserved for use only during times they are not scheduled for use by the College. Use of the facilities by community groups will be scheduled on a first come, first serve basis after College schedules are known.

**Rates** — Rates are per hour.

**Prohibited Activities** — Carl Sandburg College prohibits tobacco (in any form), alcohol, and dangerous drugs or chemicals on college property.

**Contractual Facilities Agreement** — A Contractual Facilities Agreement must be signed and returned with the required insurance certificate to the Business Services Department prior to confirmation by the College for use of the facilities. Therefore, the user may not occupy facilities until all required documents are reviewed and approved by the College.

**Payment** — Payment is due upon receipt after billing for facilities usage has been received. Payment for extended use will be paid by a mutually agreed time.

**Additional Fees** — Additional fees for use of Carl Sandburg College facilities are stated on the Facilities Use Fee Schedule. Hours used and necessity are determined by Carl Sandburg College.

**Campus Closures** — Carl Sandburg College reserves the right to close campus due to inclement weather or any other emergency reason while considering the safety of all individuals on campus. Sandburg will reschedule the event when facilities are available upon request of the renter. For campus closures, please call security 309.341.5304 or check Sandburg's website [www.sandburg.edu](http://www.sandburg.edu) prior to your event.

**CARL SANDBURG COLLEGE  
FACILITIES USE FEE SCHEDULE**

Hourly Rates

Space/Facility	NON-PROFIT			PROFIT		
	No admission charge or fund raising		Admission charge or fund raising activity	Services to the public in general		Benefit to the organization
	Weekday	Weekend		Weekday	Weekend	
General Classrooms, (One time use) Main Campus, Branch, Annex	\$10.00	\$10.00	\$25.00	\$15.00	\$25.00	\$35.00
Continuing or Extended Basis	\$5.00	\$10.00	\$15.00	\$15.00	\$30.00	\$35.00
Labs – Massage, Cosmetology, Auto	\$30.00	\$35.00	\$40.00	\$35.00	\$40.00	\$45.00
Lecture Room C-102, Aerobics Room	\$10.00	\$15.00	\$25.00	\$20.00	\$30.00	\$35.00
Donald Crist B Lobby	\$10.00	\$10.00	\$10.00	\$15.00	\$25.00	\$35.00
Dining Room-Loft, Main D Lobby, Donald Crist Student Center	\$10.00	\$15.00	\$25.00	\$15.00	\$25.00	\$35.00
Employee/Student Lounge	\$10.00	\$10.00	\$25.00	\$15.00	\$25.00	\$35.00
East/West Patio (each)	\$10.00	\$15.00	\$25.00	\$15.00	\$25.00	\$35.00
Continuing or Extended Basis	\$10.00	\$20.00	\$25.00	\$20.00	\$25.00	\$35.00
Conference Rooms (Boardroom, Founders Lounge, Auditors, etc.)	\$10.00	\$15.00	\$20.00	\$15.00	\$20.00	\$25.00
Continuing or Extended Basis	\$15.00	\$20.00	\$25.00	\$20.00	\$30.00	\$35.00
Theatre	\$30.00	\$35.00	\$40.00	\$35.00	\$40.00	\$45.00
Additional Equipment (theatre)	\$20.00	\$25.00	\$30.00	\$25.00	\$30.00	\$35.00
Computer Classrooms, Teleconference /Distance Learning	\$30.00	\$35.00	\$40.00	\$35.00	\$40.00	\$45.00
Gymnasium & CME Building High- bay area	\$15.00	\$20.00	\$25.00	\$20.00	\$25.00	\$30.00
Showers	\$20.00	\$25.00	\$30.00	\$25.00	\$30.00	\$35.00
Equipment	\$25.00	\$30.00	\$35.00	\$30.00	\$35.00	\$40.00
Ball Diamond (each)	\$10.00	\$10.00	\$15.00	\$15.00	\$15.00	\$15.00
**Simulation Room-Dental Hygiene	\$40.00	\$55.00	\$60.00	\$45.00	\$60.00	\$65.00
With Manikins	\$60.00	\$75.00	\$80.00	\$65.00	\$80.00	\$85.00
***Dental Hygiene Clinic	\$60.00	\$75.00	\$80.00	\$65.00	\$80.00	\$80.00

**All renters using Sandburg facilities will be liable for additional fees as determined by Carl Sandburg College at the following rates per hour: \$30.00 Maintenance/Custodial; \$30 Security Support; and \$40 IT Support.**

**\*\*Requires \$200.00 Security Deposit**      Deposits are refundable if all equipment is working at end of session.  
**\*\*\*Requires \$500.00 Security Deposit**

3/00 (11/02) 8/09 6/10 (9/13) 9/17 8/18