



Effective 9-16-19

ROOM TYPE	RENTAL RATE	SET-UP FEE
Conference Room (8-16 people)	\$50/Hour	N/A
Single Rooms (22-24 people)	\$50/Hour	+\$50
Room 138 (36 people)	\$75/Hour	+\$75
Computer Lab (18 terminals)	\$100/Hour	N/A
Laptop Cart: 15 Laptops & Chargers	\$400/Day	N/A

\* Set-up Fee is only charged if you need a different set-up other than our normal room arrangement.

**ADDITIONAL FEES:** (Minimum 2 hours required)

SERVICE	HOURLY RATE
Safety Officer **	\$50
Maintenance **	\$50
A/V Tech	\$50

\*\* GBCC requires an on-site campus safety officer and maintenance person for all room rental usage outside of normal operating hours (8am-4pm).

**CANCELLATIONS:** Any rooms reserved at GBCC may be cancelled no later than three business days prior to the contractual rental start date. Cancellations made less than three days prior will be billed the full rental amount.

**DAMAGES:** A clean-up fee will be assessed for excessive disorder left in any GBCC spaces. Damage to the facility or equipment will be charged to the sponsoring organization at a minimum of \$100 up to actual cost to repair.

**CATERING:** A list of outside catering vendors and delivery service selections are available upon request.

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