



# FACILITY RENTAL RATES

RENTAL SPACE TYPE	ROOM CAPACITY	RATES	NO. OF HOURS	LOCATION	COMMENTS
General Classroom	25 – 30	\$60 \$120	4 hours 8 hours	St. Charles & Schriever Campuses	Classrooms are fully equipped with computer and video for presentations
Computer Lab	24 – 35	\$150 \$300	4 hours 8 hours	St. Charles & Schriever Campuses	IT assistance included
Technical Lab	20	\$75	1 hour	St. Charles & Schriever Campuses	Lab assistant required and included in rate
Community Room	20	\$40 \$80	4 hours 8 hours	Schriever Campus	Equipped for presentations
Meeting Room – Small	Up to 40 with table seating Up to 80 theatre seating	\$75 \$150	4 hours 8 hours	Schriever Campus	Equipped for presentation and sound system included
Meeting Room – Large	Up to 75 with table seating Up to 150 theatre seating	\$125 \$250	4 hours 8 hours	Schriever Campus	Equipped for presentation and sound system included
Other					

*Fletcher Technical Community College reserves the right to change the location of the meeting room prior to the event date.*

**ADDITIONAL SERVICES**

- Set-Up/Breakdown .....\$100
- Custodian.....\$35/per hour per custodian (minimum)
- Security.....\$35/per hour per officer (minimum)
- IT Technician.....\$35/per hour per technician (minimum)

**ADDITIONAL CHARGES PER DAY FOR RENTAL OF FACILITY ON CAMPUS CLOSURE DATES:**

- Schriever Campus Main Building.....\$835.00
- Schriever Campus IPT Building.....\$300.00
- St. Charles Campus.....\$400.00

*Non-Profit 501C Organization will receive a 25% discount on all established rental fees.*

*State and local agency rates are available upon request.*

***Fifty Percent (50%) Deposit Required***

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If interested in rental space, please complete the Facility Rental Request Form. If you need additional information, please contact Marlene Chauvin at [marlene.chauvin@fletcher.edu](mailto:marlene.chauvin@fletcher.edu) or 985-448-5915.



# FACILITY RENTAL REQUEST

Lessee Name: \_\_\_\_\_  
 Business/Organization: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Event Name/Activity: \_\_\_\_\_

TYPE OF SPACE	NUMBER OF HOURS	LOCATION – CAMPUS	DATES & TIMES OF RENTAL

### Additional services:

- Set-Up Fee.....Yes  No   
 Custodian.....Yes  No   
 Security.....Yes  No   
 IT Technician.....Yes  No

Please return form to:

Marlene Chauvin

Email: [marlene.chauvin@fletcher.edu](mailto:marlene.chauvin@fletcher.edu) or

Mail to: Fletcher Technical Community College, 1407 Hwy. 311, Schriever, LA 70395.

Upon review and calculation of fees, Lessee will receive rental agreement for approval.