



FACILITY RENTAL RATES

RENTAL SPACE TYPE	ROOM CAPACITY	RATES	NO. OF HOURS	LOCATION	COMMENTS
General Classroom	25 – 30	\$60 \$120	4 hours 8 hours	Schriever Campuses	Classrooms are fully equipped with computer and video for presentations
Computer Lab	24 – 35	\$150 \$300	4 hours 8 hours	Schriever Campuses	IT assistance included
Technical Lab	20	\$75	1 hour	Schriever Campus-IPT Bldg.	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

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

If interested in rental space, please complete the Facility Rental Request Form. If you need additional information, please contact Charity Bourgeois at charity.bourgeois@fletcher.edu or 985-448-7921.



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	PRICES

Additional services:

Set-Up/Breakdown/Clean Up Fee.....Yes No
 Custodian.....Yes No
 Security.....Yes No
 IT Technician.....Yes No

Please return form to:
 Charity Bourgeois
 Email: charity.bourgeois@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.