

***Collin County Community College District Board of Trustees***

3. Finance and Audit Committee

December 3, 2019

Resource: Steven Bassett  
Chief Financial Officer

**DISCUSSION ITEM:** Consideration of Approval of a Fee Schedule for Collin Facilities Effective January 1, 2020

**DISCUSSION:** Board policy GD(Local) establishes the guidelines for the use of District facilities by Community groups and organizations. The Facilities fee schedule was last approved by the Board on August 23, 2011.

An increase in Facility usage fees is being recommended effective January 1, 2020 after reviewing the rental costs of similar events centers and educational organizations. The increase also offsets the cost of Collin employees managing the leasing and staging of external events.

The first attachment outlines the proposed fees. Fees will be charged for full day (5-9 hours) and half day (1-4 hours) rentals. The rates are divided between rentals to non-profit and profit patrons. Additional fees are also listed on the first attachment for events requesting extra police, technical, housekeeping or facilities support. The second attachment shows how the proposed fees compare with area event centers and educational organizations.

GD(Local) gives the District President the authority to waive the facility use rental fee if the use serves an appropriate College District or public purpose. The District is charged with being good stewards of taxpayer funds so it is essential the District recovers the costs associated with hosting and staging events for external patrons to avoid the gifting of public funds. A cost recovery fee is being proposed to cover the minimum operating costs of the District to manage and stage the external event including utilities and employee costs to stage the event. The fee will be charged hourly for large venues and as a flat fee for classrooms and smaller venues.

Additional changes in procedures will be communicated to all prior and future patrons. The changes include the following:

1. Payment terms – A 50% deposit will be due at the signing of the contract. The remaining balance will be due five days prior to the event. A purchase order will still be accepted in lieu of payment from all governmental entities and school districts.
2. Insurance – The District’s insurance carrier is requiring the District to collect proof of Comprehensive General Liability insurance from all patrons. Proof of sexual abuse and molestation insurance will be required from groups that include minors. The District is researching groups who provide special event insurance for external users of University and College facilities. The average cost of this type of insurance is \$150 to \$400 per event.
3. Catering – Collin College catering will have the right of first refusal for all catering needs at Collin facilities. If Collin Catering is not able to cater an event, then the District has a contract with America to Go to cater events at District facilities. Our catering kitchens are inspected regularly and are compliant with city codes. Patrons will not be allowed to bring outside food and beverages into any Collin College Facility.