

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

2022-01- 5

January 25, 2022

Resource: Melissa Irby  
Chief Financial Officer

**AGENDA ITEM:** Report Out of the Finance and Audit Committee and Consideration of Approval of the Facility Fee Schedule Effective January 1, 2022

**DISCUSSION:** Board Policy GD (Local) establishes the guidelines for the use of district facilities by community groups and organizations. The Facility Fee Schedule was last approved by the Board on December 10, 2019.

After reviewing the rental costs of similar event centers and educational organizations, no increase in the Facility Fee Schedule is proposed effective January 1, 2022.

Proposed fees are listed on the first attachment including additional fees for events requesting extra police, technical, housekeeping, or facility support. Newly established facility and patio space available for rental at the Technical, Farmersville, and Wylie campuses are added to the Facility Fee Schedule. The second attachment shows how the proposed fees compare with area event centers and educational organizations.

The fee offsets the cost of Collin employees managing the leasing and staging of external events. The district will review facility usage fees as needed.

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.

**DISTRICT PRESIDENT'S  
RECOMMENDATION:**

The District President recommends the approval of the Facility Fee Schedule effective January 1, 2022.

**SUGGESTED MOTION:**

“Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the Facility Fee Schedule effective January 1, 2022.”