

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

2023-08-2-X

August 22, 2023

Resource: Melissa Irby  
Chief Financial Officer

**AGENDA ITEM:** Report Out of the Finance and Audit Committee and Consideration of Approval of the Facility and Patio Space Fees Effective September 1, 2023

**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 January 25, 2022, with only minor changes made to the fee schedule since December 10, 2019.

Proposed fees are listed on the attachment including increased fees for events, police, technical, housekeeping, or facility support.

The fee/increase offsets the cost of Collin employees managing the leasing and staging of external events. The District will review facility usage fees every year.

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 a good steward of taxpayer funds, so it is essential that 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 approval of the of the Facility and Patio Space Fees effective September 1, 2023.

**SUGGESTED MOTION:** This item comes as a motion and second out of committee. A suggested motion would be, "Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the Facility and Patio Space Fees effective September 1, 2023."