

# Amarillo College Downtown Campus

## Rental Rate Sheet

| Room No. | Description (square feet)                       | Capacity | M-F Business Hours |         | Nights/Weekends   |
|----------|---|----------|--------------------|---------|-------------------|
|          |   |          | Half Day           | All Day | 4 Hour increments |
| 112A     | Classroom* (888)                                | 48       | \$ 100             | \$ 150  | \$ 125            |
| 112B     | Classroom*(983)                                 | 50       | \$ 100             | \$ 150  | \$ 125            |
| 112A & B | Combined Classroom* (1,871)                     | 94       | \$ 175             | \$ 225  | \$ 225            |
| 113      | Classroom* (833)                                | 40       | \$ 100             | \$ 150  | \$ 125            |
| 120      | Classroom* (663)                                | 32       | \$ 100             | \$ 150  | \$ 125            |
| 126      | Computer Lab (20 Student PCs + 1 instructor PC) | 20       | \$ 175             | \$ 300  | \$ 200            |
| 134      | Exhibit Hall (3,117)                            | 204      | \$ 200             | \$ 300  | \$ 225            |
| 111      | Bud Joyner Auditorium                           | 215      | \$ 300             | \$ 500  | \$ 325            |
| 100      | Lobby Registration Desk                         | n/a      | \$ 25              | \$ 50   | \$ 25             |

\*Classroom setup options are classroom or herringbone (seminar tables) and includes standard equipment. Custom setups available for a \$25 fee per classroom per event. Classrooms may be rented as Room Only for \$25 less than stated rate. Cancellation Fee: No charge if cancelled 5 business days prior to event. If cancelled less than 5 business days prior to event, a 25% fee will be charged on that room's basic room rate for the time period booked.

| Available Hospitality Packages                   | Price         |
|--|---------------|
| Water  | \$1/person    |
| Water & Canned Sodas                             | \$2/person    |
| Assorted Packaged Snacks                         | \$2/person    |
| Continental Breakfast* (for groups up to 50 max) | \$4/person    |
| Coffee   | \$0.75/person |

*\*Continental Breakfast includes seasonal fruit, mini-muffins, bottled orange juice, and assorted yogurt.*

Hospitality services are sold based on quoted number of guests on record 5 business days prior to event. Please confirm your attendance at least 5 days prior to your event for accurate service availability.

Revised 01/2018

(All rentals must meet the facility's guidelines and are subject to availability)



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All rooms come with media and equipment listed here and are presentation ready. Should you need additional media, supplies or equipment, the fees are listed in the chart below.

**Auditorium and Exhibit Hall:** 1 easel with dry erase markers, WiFi, document camera, integrated PC, Blu-ray player, projector, sound, wireless presenter, microphones, and screen.

**Classrooms:** 1 easel with dry erase markers, classroom white board, WiFi, integrated laptop or PC, VCR/DVD player, projector, wireless presenter, sound and screen.

**Computer Lab:** 20 hard wired student PCs, 1 instructor PC, 1 easel with dry erase markers, projector, and screen.

|                 | Additional Supplies/Equipment                           | Rate per day |
|-----------------|---|--------------|
| Setup and Decor | Custom Classroom Setup (1 time fee)                     | \$25         |
|                 | Additional Easel  | \$5          |
|                 | Medium Rolling White Board (4'x3')                      | \$10         |
|                 | Large Rolling White Board (6'x4')                       | \$20         |
|                 | Table Skirts (blue or brown)                            | \$5          |
|                 | Round table cloths (white )                             | \$12/table   |
|                 | Round table cloths (black )                             | \$12/table   |
|                 | Stanchions  | \$10         |
|                 | Classroom Registration Desk                             | no charge    |
| Media           | Laser Pointer/Digital Presenter                         | \$5          |
|                 | LCD Projector/Laptop                                    | \$50         |
|                 | Document Camera   | \$10         |
|                 | Extension Cords/Power Strips<br>(no charge for up to 3) | \$2/each     |
|                 | Portable Speaker System                                 | \$50         |
|                 | Additional Wireless Handheld Microphones                | \$15/ea      |
|                 | Additional Wireless Clip-on Microphones                 | \$15/ea      |
| Office          | Faxes   | 50¢/ea       |
|                 | Copies  | 10¢/ea       |
|                 | Flip Chart w/ Markers                                   | \$20         |

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