

**Western Nevada College  
Facility Use Rates**

**WNC Business Operating Hours - 7:00 am to 5:00 pm Monday through Friday  
WNC Non-Standard Operating Hours - 5:00 pm to 10:00 pm Monday through Friday and  
7:00 am to 10:00 pm Saturday and Sunday. These are the only hours (standard or non-standard) available for  
facility room use, unless approved by the WNC President in advance of the event.**

**ROOM RENTAL RATES**

(Rates are based on an hourly fee)

<b>Facility</b>	<b>Commercial</b>	<b>Non-Profit</b>	<b>State of NV</b>	<b>WNC Student</b>
Small room	\$20.00	\$12.00	0	0
Medium room	\$30.00	\$19.00	0	0
Large room	\$50.00	\$30.00	0	0
John L. Harvey Baseball Field	\$100.00	\$100.00	0	0

**EVENT STAFFING**

(Hourly charge, if required)\*

Standard hours	\$17.68	\$17.68	\$17.68	\$17.68
Non-Standard Hours	\$26.52	\$26.52	\$26.52	\$26.52

**EQUIPMENT USE**

Tables and Chairs (per 50, per day)	\$18.00	\$ 18.00	0	0
Stage per 6 x 8 section	\$20.00	\$ 18.00	0	0
Pipe & Drape, per 8' section	\$16.00	\$ 18.00	0	0

**MISCELLANEOUS CHARGES (If Applicable)**

Set-Ups/Break-downs & Excessive Clean-up Fees (hourly)	\$60.00	\$40.00	\$40.00	\$40.00
Deposit (refundable) **	\$500.00	\$500.00	\$50.00	\$50.00

**REQUIRED STAFF FOR EVENTS**

(Based on original number of participants in facility use request)

<b><u>Number at event</u></b>	<b><u># Custodians required</u></b>	<b><u># Facilities Staff Required</u></b>	<b><u># Security Staff Required</u></b>
50-100	1	0	0
101-200	2	0	0
201-400	2	1	1
401-500	3	2	1

\* Staffing required is delineated in the Equipment Use Charges portion of this spreadsheet.

\*\*A deposit is required to be provided to WNC prior to use. This deposit is for damages & cleaning. This is a refundable deposit, which will be returned after WNC staff has reviewed the space for its standard of cleanliness and for damage. Any cleaning and damage repairs required to be performed by WNC staff will be deducted from the deposit and the balance will be remitted to the party scheduling the event.

**CANCELLATIONS, LATE CANCELLATIONS AND NO-SHOW CHARGES**

CANCELLATIONS MUST BE MADE 48 HOURS IN ADVANCE. ANY CANCELLATIONS AFTER 24 HOURS WILL BE CHARGED A FULL ROOM CHARGE FOR THAT EVENT, WITH ANY RELATED SETUP/BREAK-DOWN FEES INCURRED BY WNC FOR SET-UP/BREAK-DOWN THAT HAS ALREADY BEEN PERFORMED.