

# Poinciana Campus

## SPACE RENTALS

Effective Oct. 2019



3255 Pleasant Hill Rd  
Kissimmee, FL 34746

[valenciacollege.edu/poinciana-rentals](http://valenciacollege.edu/poinciana-rentals)

**VALENCIA**COLLEGE

**POINCIANA CAMPUS**

# Rental Fee Schedules

Valencia College has adopted a rental fee schedule consisting of two levels:

## NONPROFIT USERS

If you're a nonprofit group or organization, you may receive a 10 percent discount. In order to obtain the discount, provide the Executive Dean's Office proof of your 501(c)(3) status.

## COMMERCIAL USE

If you plan to use the facility either in conjunction with your business or for personal use, you'll fall under for-profit (commercial) use.

## Space Fees

FACILITY	CAPACITY	EQUIPMENT	SET-UP CONFIGURATION	BASE RATE UP TO 2 HRS.	ADDITIONAL PER HOUR
Standard Classroom	30	<ul style="list-style-type: none"> <li>1 interactive projector screen</li> <li>1 PC</li> <li>1 document camera</li> </ul>	<ul style="list-style-type: none"> <li>Classroom</li> <li>Pod</li> <li>Conference</li> </ul>	\$135	\$70
Computer Lab	30	<ul style="list-style-type: none"> <li>1 interactive projector screen</li> <li>31 PCs</li> <li>1 document camera</li> </ul>	Classroom	\$200	\$100
Multi-Purpose Room	100	<ul style="list-style-type: none"> <li>2 standard projector screens</li> <li>2 TV screens</li> <li>1 PC</li> <li>1 wireless mic</li> <li>1 clip-on hands-free mic</li> </ul>	<ul style="list-style-type: none"> <li>Classroom</li> <li>Pod</li> <li>Conference</li> <li>U-Shape</li> <li>Banquet</li> <li>Theatre</li> <li>Donut</li> </ul>	\$180	\$80
Culinary Kitchen	18	<ul style="list-style-type: none"> <li>1 combi oven</li> <li>1 crestcor proof box</li> <li>1 40-gallon tilt skillet</li> <li>1 20-qt stand mixer</li> <li>1 meat slicer</li> <li>11 two-burner induction stovetops</li> <li>1 microwave oven</li> <li>10 under-counter coolers</li> <li>1 ice machine</li> <li>10 convection ovens</li> <li>1 walk-in cooler/freezer</li> <li>3 TV screens</li> <li>3 work cameras</li> <li>1 PC/Blu-ray</li> <li>1 clip-on microphone</li> <li>1 dishwasher</li> <li>1 sink (three compartment)</li> </ul>	N/A	\$150	\$70

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Multi-Purpose Room



Computer Lab



Standard Classroom

## Space Fees (cont.)

FACILITY	CAPACITY	EQUIPMENT	SET-UP CONFIGURATION	BASE RATE UP TO 2 HRS.	ADDITIONAL PER HOUR
Conference	6 - 11	<ul style="list-style-type: none"> <li>• 1 interactive projector screen</li> <li>• 1 PC</li> <li>• 1 document camera</li> </ul>	Conference	\$100	\$50
Courtyard	100+	N/A	N/A	\$100	\$45
Parking Lot (North)	300+	N/A	N/A	\$200	\$100
Parking Lot (South)	300+	N/A	N/A	\$200	\$100
Tabling	2 - 3	<ul style="list-style-type: none"> <li>• 1 table (6x4)</li> <li>• 1 - 3 chairs</li> </ul>	N/A	\$25	\$10

## Cancellations

Valencia College has the right to refuse and/or terminate a rental. Reasons include, but are not limited to the following: space availability, failure to pay in a timely fashion, failure to comply with all rules and regulations, recurring losses and/or damage, inappropriate behavior of the renter or their audience.

# Applications and Approvals

Poinciana Campus is scheduled for use most days of the year, with the exception of weekends and holidays. You must book the space at least two (2) weeks prior to your event.

College and non-college entities will need to completely fill out a User Agreement/Contract form with the appropriate attachments. Each rental needs to receive approval from the vice president of operations and finance before it is finalized. If your contract is missing any information, it will not be approved.

## ADDITIONAL REQUIRED FEES

Additional required fees are applied during non-business hours:

- Security Fee: .....\$150/hour (2-hour minimum)
- IT Support Fee: .....\$150/hour (1-hour minimum)

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# Certificate of Insurance

## CASE-BY-CASE BASIS

1. Name Valencia College as the co-insured
2. Personal, Injury
3. Property Damage
4. Statutory Workers' Compensation and Employers' Liability Insurance for all employees

# Policies

- Complete the Facility Use Agreement and ensure that you have the proper required signatures.
- Satisfy all insurance requirements prior to your event taking place.
- Comply with all college rules and regulations.
- Inform the college immediately of any program changes or event cancellations.
- Provide responsible supervision for all activities, including adult supervision to accompany children at all times when on campus.
- Do not bring or serve any alcoholic beverages on campus.
- Refrain from smoking in the building or on campus grounds, as it is prohibited.
- Eat and drink in the café area only, unless otherwise specified.
- Get approval by the Executive Dean's Office for any catering and concessions. You will be responsible to coordinate this requirement for an event.
- Make payments in the form of cash, check or credit card. Please do not post any public event notifications prior to meeting all of the contract requirements.



## PLEASE REMEMBER:

- Arrive on time for set up.
- Bring a copy of the contract with you.
- Allow for enough time to test any media or other AV equipment before your event.
- Confirm access and other security issues with the Poinciana Campus staff to identify which building doors and restrooms will be opened and/or locked.
- Put out signage, including directional signage from the parking lots.
- Communicate with the Poinciana Campus staff on campus assisting with your event—including, security, IT technicians, media technicians, computer lab technicians and/or event monitors.
- Clean up the space after the event. Remove all items you brought and leave the space in good condition before you leave the premises.
- Have a great time and thank you for choosing Valencia College Poinciana Campus.

