



**FACILITIES USE REQUEST FORM**  
**ADMINISTRATIVE SERVICES CENTER-**  
**A BUILDING**

Attachment 1

**THIS FORM IS REQUIRED TO SUBMIT YOUR ROOM REQUEST.**  
**RESERVATION IS NOT FINALIZED UNTIL EMAIL CONFIRMATION IS RECEIVED FROM EPCC.**

**Please send documentation to [ASC.Events@epcc.edu](mailto:ASC.Events@epcc.edu)**

<b>DATE SUBMITTED:</b>  ____/____/____ <i>Month Day Year</i>	<b>ORGANIZATION/COMPANY NAME:</b> _____  <b>CONTACT PERSON:</b> _____ <i>First and Last Name</i>		
<b>TELEPHONE #</b>  (____) ____ - ____	<b>EMAIL ADDRESS:</b>  _____	<b>SUPERVISOR NAME:</b>  _____	
<b>NAME/TITLE &amp; DESCRIPTION OF EVENT:</b> _____			
<b>ROOM PREFERENCE:</b> <input type="checkbox"/> AUDITORIUM <input type="checkbox"/> BOARD ROOM <input type="checkbox"/> FOYER			
<b>DATE of EVENT:</b> ____/____/____ <b>DAY OF WEEK:</b> _____			
<b>EVENT WILL BEGIN AT:</b> ____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM <b>END AT:</b> ____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM <b>SET UP - TIME:</b> ____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM <b>SET UP - DATE:</b> ____/____/____ <i>All setup or rehearsal times must be requested and approved in advance. Set up time cannot be earlier than 8:00 a.m.</i> <i>All banners/signs or decorations must be setup at this time. EPCC does not provide linens or table covers. No decorations are to be hung from the light fixtures or wiring. No silly string, or glitter is allowed.</i>			
<b>NUMBER OF ATTENDEES:</b>  _____ <i>Numbers must not exceed room capacity.</i>		<b>ROOM LAYOUT:</b> <span style="color: red;">**Please see below</span> <b>Chairs Only</b> <b>Rectangle Tables</b> <b>Round tables</b> <b>with chairs</b> <b>with chairs</b> <i>Each room reserved must have its own room request form.</i>	
<b>WILL FOOD OR BEVERAGES BE SERVED?</b> YES NO <i>Costs and ordering of any catering, food or drinks, including water, is the responsibility of the requestor. EPCC does not provide linens or table covers. Alcohol can not be served without advance approval and documentation. Please see Attachment V for further details.</i>			
<b>MEDIA SERVICES:</b> (microphone, screens, etc.) YES NO <b>If yes, please fill in attachment III that is provided.</b>			
<b>JANITORIAL SERVICES:</b> <i>EPCC janitorial services are required. Fees are assessed based on size and type of event.</i>			
<b>POLICE:</b> <i>EPCC Police Department support may be required depending on event. Fees are assessed based on size and type of event. EPCC will coordinate as required.</i>			
<b>ARE YOU A 501 (c) 3 REQUESTING A FEE WAIVER?</b> YES NO <i>To be considered for a fee waiver you must have non profit status and submit documentation of your 501(c) status and a letter requesting a fee waiver. Please see Attachment IV for further details.</i>			
<b>ROOM USE FEES (\$):</b>  \$ _____		<b>OFFICE USE ONLY</b>	
<small>I, the undersigned, do understand that I or the group that I represent that in the event of damage, the district personnel or organization using the property will assume liability and will be billed for damages and cannot hold the El Paso Community County College District liable in case an accident or injury should result during the use of the facilities. Person(s) and groups not following the guidelines set forth in this room request may be denied future events at this facility.</small>			
<b>Requestor's Signature:</b> _____		<b>DATE:</b> ____/____/____	
<b>APPROVED BY:</b> _____		<b>DATE:</b> ____/____/____	

*\*If you have a diagram of how you would like your setup, please include it with this form. Sample layouts available upon request.*

**THIS REQUEST IS NOT RESERVED UNTIL AN EMAIL OF CONFIRMATION IS RECEIVED AND ALL FEES HAVE BEEN PAID.**

**Facility Use Fee Schedule**  
**Administrative Service Center**  
**Building A**  
**Auditorium | Board Room |**  
**Foyer**

Attachment II

**ROOM CHARGES**

<b>ASC A BUILDING FOYER</b>	
<b>DAY/TIME</b>	<b>CHARGES</b>
Weekdays (no holidays)   8AM – 5PM	\$125.00 – per day   (\$62.50/half)
Weekdays (no holidays)   after 5PM and Saturday	\$187.50 – per day   (\$93.75/half)

<b>BOARD ROOM</b>	
<b>DAY/TIME</b>	<b>CHARGES</b>
Weekdays (no holidays)   8AM – 5PM	\$250.00 – per day   (\$125.50/half)
Weekdays (no holidays)   after 5PM and Saturday	\$375.00 – per day   (\$187.50/half)

<b>AUDITORIUM</b>	
<b>DAY/TIME</b>	<b>CHARGES</b>
Weekdays (no holidays)   8AM – 5PM	\$350.00 – per day   (\$175.00/half)
Weekdays (no holidays)   after 5PM and Saturday	\$475.00 – per day   (\$237.50/half)

**Note: One to four hours is considered half a day and the charges will be half of the rate above. Five hours and above is considered a full day's room charge.**

**PERSONNEL CHARGES**

<b>PERSONNEL</b>	<b>CHARGES</b>
<b>POLICE OFFICER (PER OFFICER)</b>	\$32 – per hour charge, per officer, plus 30 min. charge (for opening and securing the facility (s).
<b>CUSTODIAL (For Clean Up after Event: M-F (8AM – 5PM))</b>	\$30 – one-time charge
<b>CUSTODIAL (For Clean Up after Event: 5:01 PM and after, or Saturday)</b>	\$90 – one-time charge
<b>CUSTODIAL PER PERSON (Working During Large Event)</b> M—F (8AM-5PM) M—F (5:01 PM – and after)	\$30 – per person, per hour \$90 – per person per hour
<b>TECHNICIAN</b> is needed when EPCC equipment is used.	\$35 – per hour, plus one hour for set-up/tear down
<b>MAINTENANCE SET-UP</b> Tables and/or chairs set-up, hanging banners, etc.	\$45 minimum – per man for set-up



## Media Services Center Rate Card

Media Services must be requested when paperwork is submitted.  
Changes after confirmation are contingent on availability of equipment and technicians.

QTY.	Equipment	Unit Cost	Total Cost
	Laptop (BR&A)	\$ 50.00	
	Digital Audio Mixer (BR&A)	\$ 100.00	
	Wireless Microphone Unit (BR&A)	\$ 50.00	
	clicker remote (BR&A)	\$ 10.00	
	conference microphone(BR)	\$ 15.00	
	wired microphone(BR&A)	\$ 10.00	
	microphone stand (BR&A)	\$ 10.00	
	PT'z Camera (per camera) (BR&A)	\$ 50.00	
	Auditorium Dsnake	\$ 80.00	
	Auditorium Laser Projector	\$ 100.00	
	Auditorium Large Screen	\$ 100.00	
	Auditorium Podium Laptop SetUp (either wired or screenbeam)	\$ 75.00	
	Boardroom Cost per Video Wall	\$ 250.00	
	Boardroom Spotlight clicker (video walls)	\$ 20.00	
	Boardroom Screen beam	\$ 50.00	
	Boardroom 75" TV's	\$ 70.00	
TOTAL			
TECH fee per hour \$35.00			

(BR = Boardroom A=Auditorium)



## **FACILITIES USE: ADMINISTRATIVE SERVICES CENTER**

### **RESERVATION GUIDELINES**

- For ASC reservations, EPCC provides the space, seating/tables and media support based on equipment & technicians available, any additional services are the responsibility of the requestor and must be approved by EPCC.
- EPCC facilities are designated for professional meetings, conferences & instructional use. Facilities are not available for personal or individual use. Priority use is for EPCC.
- Event set up times cannot be earlier than 8:00 AM.
- Any banners/signs must be hung during confirmed setup time. EPCC does not provide table linens or covers. No decorations are to be hung from the ceiling, light fixtures, etc. Silly string, confetti, and glitter are not allowed. No balloons with helium are permitted.
- Final count of attendees must be provided with room request and must follow the capacity restrictions.
- Room layouts must be selected before reservation is confirmed. Sample layouts available upon request. After approval confirmation no changes are allowed.
- Fee Waiver: If your organization has a non-profit status, please provide your 501(c)3 status along with a request letter. This should be emailed to [ASC.Events@epcc.edu](mailto:ASC.Events@epcc.edu).

*Attn: Mr. Fernando Flores, CPA*

*Vice President, Finance & Administration/CFO*

The letter should contain a brief description of your event, date of event, and the request to have the fees waived.

- EPCC Janitorial Services are required for events. Fees are assessed based on size and type of event.
- EPCC Police Department may be required for events. Fees are assessed based on size and type of event.
- Parking: Guest parking is in the ASC B parking lot. Requestor must inform participants about parking requirements.  
**\*Please see attached map.**
- As per Policy GDA, Procedure GDA-1, all EPCC facilities are smoke tobacco-free. There is no smoking or tobacco products including vaping, allowed on college property or facilities, including buildings, parking lots, indoor or outdoor spaces. Requestor must inform event participants of this requirement which is enforced by the EPCC Police Department.
- Food is allowed but requestor is responsible for all costs and making arrangements for any catering, food or drink, including water. EPCC does not provide table covers, serving ware or utensils of any kind. Community users may select the caterer of your choice. Vendors that EPCC uses and are familiar with our facilities are listed under "Catering Options" at the following link: <https://my.epcc.edu/sites/Resources/Purchasing/SitePages/Home.aspx>  
**\*Please note: EPCC users or activities with EPCC as co-event organizers must comply with all EPCC Policy and Procedures in regards to approved vendors, including food, beverage and catering for any events scheduled.**
- Alcohol may not be served without prior written request and receiving written approval from EPCC. Requestor must comply with all college policy, applicable laws and the Texas Alcohol and Beverage Commission (TABC) regulations.  
**\*Please allow 3 weeks for approvals.**

I have read, understood and will comply with the above guidelines. Signature \_\_\_\_\_ Date \_\_\_\_\_

# ASC Event Guest Parking Map

