

**MEETING AND EVENT SPACE RESERVATIONS:**

The Chesapeake Student Center has a variety of meeting and special event space available for use by current TCC students, faculty, staff and approved external organizations. The Chesapeake Student Center is funded through student fee dollars. No room rental fees are charged for current TCC student clubs and organizations, college departments, faculty and staff.

Outside groups and organizations may rent space within the student center for a fee. Please refer to [TCC Policies and Procedures No. 3204](#). All requests must be approved by the TCC Chesapeake Campus Provost and complete a Facilities Usage Agreement Form.

The CSC is not intended to be used for academic classes. Any requests for use of the space within the building must be approved by both the Student Center Director and Campus Provost.

**Reserving Meeting and Event Space:**

Meeting and event space is available upon specific reservation requests that can be made through the Student Center in person, via email or phone and Virtual EMS.

Requests for space will be reviewed and verified during the hours of 9:30 AM – 4:30 PM, Monday through Friday. Tidewater Community College recognized student organizations have priority of scheduling within the CSC. All space requests are not confirmed until the requestor receives confirmation via email from CSC Director, Associate Director or Office Manager.

The person making the space reservation request will serve as the main point of contact for the Student Center Staff. Once reservation is confirmed, the requester's name as listed on the original request form cannot be changed without the approval of the Student Center staff.

**Cancellation/No Show:**

Notifying the CSC of cancellations enables the staff to meet the growing demand for space. Please notify the Office Manager at 757-822-5268 between the hours of 9:30 AM – 4:30 PM, Monday through Friday. If it is decided that a reservation is no longer needed after normal business hours, please contact the CSC Information Desk at 757-822-5266.

The Chesapeake Student Center reserves the right to cancel, move, or modify a reservation based on operational necessity of the college or facility.

Reservations not cancelled within twenty-four (24) hours of a scheduled event may result in the following:

## MEETING AND EVENT RESERVATION PROCEDURES

- Failure to cancel a reservation within twenty-four (24) hours will result in a written warning letter. Two warnings will be given during the semester. A third failure to cancel a reservation within twenty-four (24) hours will result in the loss of scheduling privileges for the remainder of the semester and cancellation of all events currently scheduled. This procedure applies to all reservable space.
- The sponsoring organization may also be charged a fee plus any technical charges if the setup for the event was excessive.

### **After Hours Reservations (After 4:30 PM):**

Any currently recognized student organization, faculty or staff requiring space can come to the CSC Information Desk and to request a room. Group study space will be issued based on availability and as-is. Anyone requesting a meeting room must have a valid TCC ID which will be held at the CSC Information Desk. The ID will be returned upon satisfactory completion of a room inspection. Any damage to the room or missing equipment may result in appropriate fees.

The furniture and technical equipment in the meeting rooms may not be removed, rearranged, or changed in any way.

After 5:30 p.m., customers requiring tables, chairs, extension cords, and other similar items should go to the Information Center on the first floor and request those items. The provision of equipment for customers without a reservation is subject to availability.

### **ROOMS SET UPS:**

The Chesapeake Student Center meeting and event space is designed to accommodate a wide variety of room set ups.

Please consult with the Administrative Staff on what options would work best for the different space.

For audio visual equipment and other needs, please contact the Student Center Office Manager.

The following information details room set up possibilities:

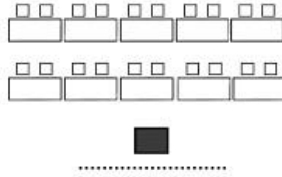


**Meeting Room  
Setup Styles**

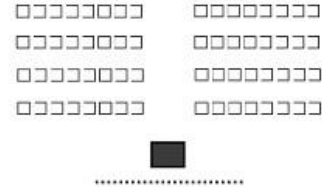
**Seminar Style**



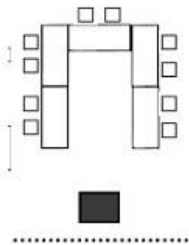
**Classroom**



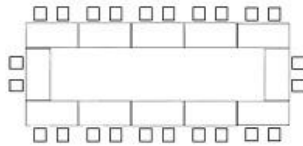
**Lecture/Theater Style**



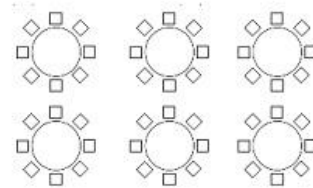
**U-Shape Style**



**Open Square Style**



**Banquet Style**



**First Floor Lobby Tables:**

Table spaces are available on the first floor for use by currently recognized student organizations, departments and outside vendors for a fee.

Lobby table reservations are non-transferable; a member of the sponsoring organization must be present at the table at all times. Only two chairs are provided at each table and booth. The chairs may not be removed from the dining tables to supplement seating. Sitting or standing on the tables is prohibited. Due to the large amount of pedestrian traffic, group members must remain behind their assigned table. Obstruction of the walk-ways is not permitted.

A backdrop (not provided) may be hung behind the table using sign standards which must be requested when submitting the table request in Virtual EMS. Posters, signs, or banners may not be hung on walls or columns, but may be placed on the front of the table as long as

they do not exceed the length of the table. An easel may be used, but it must be placed directly behind the table.

No materials may be stored overnight.

**Event Supplies/Materials:**

The Chesapeake Student Center does not provide for the overnight storage of supplies and materials for meetings and events. The CSC does not assume responsibility for damage to or loss of any materials or equipment left in the building on display or in storage.

**Outside Vendor:**

Vendors wanting reserve space in the CSC should contact the Student Center Office Manager at 757-822-5268. Chesapeake Student Center staff must approve all items for sale prior to permitting a vendor to reserve space within the facility. Vendors may bring their items to the CSC or send pictures by e-mail to [csccenter@tcc.edu](mailto:csccenter@tcc.edu) or regular mail to the Chesapeake Student Center, 1428 Cedar Road, Chesapeake, VA 23322 for approval.

Vendors may use the loading dock to unload their vehicles but must park their vehicles in the main parking lot for free. Cancellation of reservations must be made in writing or by calling seventy two (72) hours prior to scheduled date(s), or the standard vendor fee will apply. Vendors may sell only merchandise specified in their contract.

Please refer to [TCC Policies and Procedures No. 3204](#).

**GROUP STUDY ROOMS:**

The Chesapeake Student Center offers current students and recognized student organizations two (2) small meeting rooms to use specifically for group class projects, study groups and more. Students can use this space to work on programs, event planning or other activities. Each room is equipped with a computer and flat panel TV to display your information. To utilize this space please do so via:

- In person at the Information Desk
- On-line via the Student Center website and Virtual EMS

**General Policies:**

- Study Rooms may be used for a three-hour time period per person or group.
- Study Rooms may be used by groups of 3-5 people.
- Study Rooms should not be left vacant more than 15-minutes.
- Study Rooms will be monitored: Student Center staff members have the authority to expel a user or group using the study room inappropriately.

## MEETING AND EVENT RESERVATION PROCEDURES

- Privileges to use the Student Center may be lost for abusing a study room and/or the rules governing its use.
- Study Rooms must be free of loud music or loud voices.
- Limited food is allowed in Study Rooms. Only beverages in closed containers and small snacks will be allowed.

Failure to comply with the above policies could result in the immediate suspension or termination of the event and potential loss of future reservation privileges.

### **CATERING:**

Tidewater Community College has contracted with Aramark, Inc., to provide food and catering service for the Chesapeake Student Center and campus. Both the Campus Café and Campus Cup are located on the first floor of the Student Center and are available to students, faculty, staff, and the community. Visitors wanting to bring their own food into the building are allowed to do so as well. A microwave is provided for use in the dining area by the spiral stairs for individuals to use.

Groups and events that require catering are required to use the college-provided food service for all food events; the only exemption is for student food events costing under \$100.

### **Booking:**

Please contact the TCC Catering office at 757-822-1609 or email [catering@tcc.edu](mailto:catering@tcc.edu) when you have the date, time, estimated number of guests, and confirmed meeting space to check the availability of our services. TCC Catering prefers a two (2) week notice for bookings. Events with 25 or more guests booked less than three business days in advance will be charged a fee of 10% of the total cost to cover any necessary schedule changes and rush orders of food items. TCC Catering cannot guarantee the availability of all menu items for orders placed with less than three (3) days of notice. TCC Catering also offers the option to order catering on-line through CaterTrax.

### **Attendee Guarantee Policy:**

TCC Catering requires an approximate guest count when booking events. A final guarantee of attendees must be provided three (3) business days (and by Wednesday at 12:00 noon for all weekend functions) prior to an event. If a final guarantee is not given, the original estimate becomes the guarantee.

**Cancellation:**

Cancellations will be accepted by 10:00 AM three (3) business days prior to the event. If a cancellation is made less than three business days in advance, 50% of the total cost will be assessed. Events cancelled the day of the event will be charged 100% of the total cost of the event.

**Severe Weather Cancellation:**

In the unlikely event that the college or a campus closes due to inclement weather or other unforeseen reasons, catering events will automatically cancel, regardless of whether on- or off-campus. Please contact the TCC Catering office at 822-1609 or email [catering@tcc.edu](mailto:catering@tcc.edu) if you question whether your order may be affected by such a cancellation. TCC Catering reserves the right to cancel an event due to inclement weather.

**Deposits for Non-College Events:**

TCC Catering requires 25% of the estimated cost as a deposit at the signing of the contract for non-college events. Events are subject to a 50% additional payment four weeks prior to the event. If the event is booked within the four-week period, 50% of the estimated cost is due at signing. The final guarantee and final payment is due 10 business days prior. All non-college functions are subject to an 18% service charge and all applicable taxes. If your organization is tax exempt, please provide that documentation at the signing of the contract. Please contact TCC Catering at 757-822-1609 or [catering@tcc.edu](mailto:catering@tcc.edu) for further information.

**Catering Attendant Fees:**

TCC Catering is pleased to offer attended service for your event. The number of attendees is based on the number of guests and the type of service required. Service attendants are \$25.00 per hour with a minimum charge of three hours. Certain events or menus may require a Chef or assistant. This service is available at a rate of \$30.00 per hour with a minimum charge of 4 hours. Unless otherwise noted, prices quoted in this guide include setup, standard linen, standard accompaniments and cleanup.

**China/Disposable Service:**

All events are serviced with disposable wares based on the guaranteed number of guests. Additional items may be provided for an additional fee. One may choose to have upgraded disposable wares at \$2.00 per person or china service at \$5.00 per person. China service includes: all-purpose glass, dinner plate, dinner fork, salad fork, salad plate, knife, teaspoon,

dessert utensil, and cloth napkin. The catering office will need a minimum of two weeks (2) notice for china service and upgraded disposable wares.

**Orders & Payment for College Events:**

TCC Catering Services requires an eVA purchase order for all college events. The approved eVA Purchase Order and the requestor’s signature on a confirmed CaterTrax Invoice will serve as the contract for the event. Payment terms are Net 30. Small Purchase Cardholders without food restrictions may make an over-the-counter purchase for immediate need and pay with their PCard.

Note: TCC Catering shall provide all food, beverages, and/or related services that are to be used by faculty, staff, students, and groups utilizing college facilities with the exception of student catered events under \$100.

If TCC Catering is unable to provide the requested food, beverages, and/or related services, a written “waiver” will be granted to the requestor for a one-time approval and authority to contract with another vendor. This purchase shall be subject to college purchasing policies and procedures, specifically those related to eVA usage and the college’s SWAM Program (for college-sponsored events). The requestor must attach the written “waiver” from TCC Catering and supporting documentation to their eVA requisition (college event) or purchase order (non-college event).

**Payment for Non-College Events:**

TCC Catering Services requires that a purchase order, an approved credit card, or other form of approved payment with a binding signature be provided prior to the event. A binding signature on the Banquet Event Order along with any additional documentation will serve as the contract for the event.

Note: TCC Catering shall provide all food, beverages, and/or related services for entities utilizing college facilities. If TCC Catering is unable to provide the requested food, beverages, and/or related services, a written “waiver” will be granted to the requestor for a one-time approval and authority to contract with another vendor.

**LATE NIGHT/WEEKEND EVENT**

Events that continue beyond normal operating hours or during the weekend in the CSC must adhere to the late night event policy which requires:

## MEETING AND EVENT RESERVATION PROCEDURES

- The sponsoring organization must contract with the Student Center Director or designee at least three weeks prior to the event.
- TCC Security Officers must be present. The number of officers necessary to staff the event will be determined by Student Center Director or designee and the Director of TCC Security based on the size, nature, location, and past history of the event and organization.
- The organization's advisor and three student organization officers must be present for the duration of the event, including set-up and clean-up times and room walk through before and after event.
- The organization's advisor and student organization officers must attend a meeting one week prior to the event to discuss event logistics with Student Center staff.
- The sponsoring organization is responsible for all damages to the premises and/or equipment as a result of the event.

### **Dances/Parties:**

- All dances require a minimum of two TCC Security Officers. The number of officers necessary to staff the event will be determined by Student Center Director or designee and the Director of TCC Security based on the size, nature, location, and past history of the event and organization.
- The TCC Security must be contacted fifteen (15) business days before the event.
- The organization's advisor and three student organization officers must be present for the duration of the event, including set-up and clean-up times and room walk through before and after event.
- The organization's advisor and student organization officers must attend a meeting one week prior to the event to discuss event logistics with Student Center staff.
- The sponsoring organization is responsible for all damages to the premises and/or equipment as a result of the event.
- All dances and parties must end by 1:00 AM and the building cleared by 1:30 AM.

### **DECORATIONS:**

Decorations for events held within the CSC and sponsored holiday decorations are subject to specific restrictions. Failure to abide by these restrictions will result in fees for clean-up and any damages incurred. Any student organization found to be in violation of these policies will be required to remove the articles immediately and will be subject to fees along with possible suspension of future use of the facility.

- Doorways, halls, and stairs must remain unobstructed by decorations.



## MEETING AND EVENT RESERVATION PROCEDURES

- The burning of candles, sparklers, incense, paper leaflets, combustible figures, or pyrotechnic devices is prohibited. However, catered events scheduled through TCC Catering will be permitted to use candles only for decorative purposes, as long as they are securely supported on substantial noncombustible bases and the candle flame is protected.
- Only flameproof materials are permitted. Materials are considered flameproof if they do not ignite when subjected to the flame produced from an ordinary wood match.
- No nails, screws, hooks, etc., may be driven into any walls, floors, or ceilings. Tape may not be used on floors unless it is designated as “floor tape.” Floor tape will be provided upon request at a cost. Regular masking, box, scotch, or duct tape is not permitted on any walls, floors, or ceilings. Blue painters tape may be used on walls. Tape will be provided upon request at a cost.
- No decorations may be glued to any surface. No pins or tape (except for blue tape) may be used to affix posters, paper, etc., to the walls, tables, etc. No decorations may be hung from ceiling tiles or ceiling grids.
- Fastening display materials to draperies, light fixtures, ceilings, sprinklers, and sprinkler pipes is strictly prohibited.
- Sand, glitter, sequins and confetti are prohibited.
- No painting, including banners and construction work, may occur on the premises.
- Fog and hazing machines are prohibited.
- Covering windows is prohibited. Variances to this policy can be made by the Student Center Director or designee.
- All decorations must be removed at the conclusion of the event.

Decorating plans not addressed within this policy should be reviewed by the Student Center staff prior to the event. If needed, CSC staff will assist with alternative ways to hang materials that will not damage walls or finishes. These alternate arrangements must be resolved at least two days prior to the event.

### **OUTDOOR SPACE:**

Outdoor spaces around the Chesapeake Student Center may be reserved and used for outside general purpose venues. The YWCA Child Care playground is not a reservable space. Any public performances or presentations of a theatrical/film, musical or congregational nature, or any event using amplified sound or audio visual equipment, requires an event approval form.

A backup rain location may be arranged in the CSC depending on availability. All outside events must conclude by 9:00 PM. At the time of scheduling the event, all aspects of the event such as electricity needs, sound needs, time of the event, safety and security and audio visual needs must be discussed and provided in writing. Events scheduled during class hours must not be disruptive to adjacent classes. If the event is determined to be disruptive to classes, it may be closed down. Available outdoor spaces include:

## **MEETING AND EVENT RESERVATION PROCEDURES**

- The Breeze Way
- The Dining Patio
- The Front Lawn

Please see addendum for rates:

**APPENDIX C  
TIDEWATER COMMUNITY COLLEGE  
FACILITIES USE FEE STRUCTURE**

Campus	Building	Room Name	Room Number	Square Footage	Capacity	Daily Rental Rate (For-Profit)	Daily Rental Rate (Non-Profit)	Rental Rate (>3 hours - 1 day)	Rental Rate (<=3 hours) Per/Hour or Partial Hour	Full Day (7:00 AM - 5:00 PM)	Half Day (7:00 AM - Noon or Noon - 5:00 PM)	Evening
Chesapeake	Student Center	Chesapeake Bay	3100	6,000	882	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 335.00			
Chesapeake	Student Center	Chesapeake Bay - A	3100A	3,600	541	\$ 600.00	\$ 300.00	\$ 600.00	\$ 200.00			
Chesapeake	Student Center	Chesapeake Bay - B	3100B	2,400	341	\$ 400.00	\$ 200.00	\$ 400.00	\$ 135.00			
Chesapeake	Student Center	Potomac	3116	480	24	\$ 80.00	\$ 40.00	\$ 80.00	\$ 30.00			
Chesapeake	Student Center	Commons Lounge	3H11C	2,625	245	\$ 450.00	\$ 225.00	\$ 450.00	\$ 150.00			
Chesapeake	Student Center	Dining Area	3H11E	1,836	71	\$ 300.00	\$ 150.00	\$ 300.00	\$ 100.00			
Chesapeake	Student Center	Gallery Lounge	41A	432	24	\$ 70.00	\$ 35.00	\$ 70.00	\$ 25.00			
Chesapeake	Student Center	Veterans Lounge	3H21D	680	50	\$ 120.00	\$ 60.00	\$ 120.00	\$ 40.00			
Chesapeake	Student Center	Chickahominy	3214	336	18	\$ 60.00	\$ 30.00	\$ 60.00	\$ 20.00			
Chesapeake	Student Center	Otter	3300	1,680	220	\$ 280.00	\$ 140.00	\$ 280.00	\$ 95.00			
Chesapeake	Student Center	Otter - A/B	3300A/B	1,120	140	\$ 180.00	\$ 90.00	\$ 180.00	\$ 60.00			
Chesapeake	Student Center	Otter - B/C	3300B/C	1,120	140	\$ 180.00	\$ 90.00	\$ 180.00	\$ 60.00			
Chesapeake	Student Center	Otter - A	3300A	560	70	\$ 90.00	\$ 45.00	\$ 90.00	\$ 30.00			
Chesapeake	Student Center	Otter - B	3300B	560	70	\$ 90.00	\$ 45.00	\$ 90.00	\$ 30.00			
Chesapeake	Student Center	Otter - C	3300C	560	70	\$ 90.00	\$ 45.00	\$ 90.00	\$ 30.00			
Chesapeake	Student Center	Rappahannock	3304	340	24	\$ 60.00	\$ 30.00	\$ 60.00	\$ 20.00			
Chesapeake	Student Center	Little Otter	3310	680	98	\$ 120.00	\$ 60.00	\$ 120.00	\$ 40.00			
Chesapeake	Student Center	Little Otter - A	3310A	340	49	\$ 60.00	\$ 30.00	\$ 60.00	\$ 20.00			
Chesapeake	Student Center	Little Otter - B	3300B	340	49	\$ 60.00	\$ 30.00	\$ 60.00	\$ 20.00			
Chesapeake	Student Center	Vendor Lobby - Table	3H11C	N/A	N/A	\$ 50.00	\$ 25.00	\$ 50.00	\$ 20.00			
Norfolk	Andrews	Green (Outside)	N/A	3121	N/A	\$ 520.00	\$ 260.00	\$ 520.00	\$ 175.00			
Norfolk	Student Center	Lobby	5100	679	13	\$ 120.00	\$ 60.00	\$ 120.00	\$ 40.00			
Norfolk	Student Center	Outdoor patio	N/A	1937	23	\$ 330.00	\$ 165.00	\$ 330.00	\$ 110.00			
Norfolk	Student Center	Study Room - 2nd Floor	5202	120	6	\$ 20.00	\$ 10.00	\$ 20.00	\$ 10.00			
Norfolk	Student Center	Study Room - 2nd Floor	5206	154	10	\$ 25.00	\$ 15.00	\$ 25.00	\$ 10.00			

**Tidewater Community College**  
**Use of College Facilities by External Entities**  
**Appendix C**

Campus	Building	Room Name	Room Number	Square Footage	Capacity	Daily Rental Rate (For-Profit)	Daily Rental Rate (Non-Profit)	Rental Rate (>3 hours - 1 day)	Rental Rate (<=3 hours) Per/Hour or Partial Hour	Full Day (7:00 AM - 5:00 PM)	Half Day (7:00 AM - Noon or Noon - 5:00 PM)	Evening
Norfolk	Student Center	Study Room - 2nd Floor	5207	154	10	\$ 25.00	\$ 15.00	\$ 25.00	\$ 10.00			
Norfolk	Student Center	Study Room - 2nd Floor	5208	112	7	\$ 20.00	\$ 10.00	\$ 20.00	\$ 10.00			
Norfolk	Student Center	Study Room - 2nd Floor	5211	117	8	\$ 20.00	\$ 10.00	\$ 20.00	\$ 10.00			
Norfolk	Student Center	Study Room - 2nd Floor	5212	168	10	\$ 30.00	\$ 15.00	\$ 30.00	\$ 10.00			
Norfolk	Student Center	Alcove - 2nd Floor	5200	575	N/A	\$ 100.00	\$ 50.00	\$ 100.00	\$ 35.00			
Norfolk	Student Center	Balcony - 2nd Floor	5225	947	23	\$ 160.00	\$ 80.00	\$ 160.00	\$ 55.00			
Norfolk	Student Center	Study Room - 3rd Floor	5301	120	6	\$ 20.00	\$ 10.00	\$ 20.00	\$ 10.00			
Norfolk	Student Center	Study Room - 3rd Floor	5302	120	6	\$ 20.00	\$ 10.00	\$ 20.00	\$ 10.00			
Norfolk	Student Center	Conference Room - 3rd Floor	5310A	320	19	\$ 50.00	\$ 25.00	\$ 50.00	\$ 20.00			
Norfolk	Student Center	Alcove - 3rd Floor	5300	575	N/A	\$ 100.00	\$ 50.00	\$ 100.00	\$ 35.00			
Norfolk	Student Center	Gym	5410	2658	53	\$ 450.00	\$ 225.00	\$ 450.00	\$ 150.00			
Norfolk	Student Center	Multi-Purpose Space - A/B/C	5509	2325	208	\$ 400.00	\$ 200.00	\$ 400.00	\$ 135.00			
Norfolk	Student Center	Multi-Purpose Space - A	5509A	322	55	\$ 60.00	\$ 30.00	\$ 60.00	\$ 20.00			
Norfolk	Student Center	Multi-Purpose Space - B	5509B	527	78	\$ 100.00	\$ 50.00	\$ 100.00	\$ 35.00			
Norfolk	Student Center	Multi-Purpose Space - C	5509C	645	75	\$ 125.00	\$ 65.00	\$ 125.00	\$ 45.00			
Norfolk	Student Center	Alcove - 5th Floor	5500	149	N/A	\$ 25.00	\$ 15.00	\$ 25.00	\$ 10.00			
Norfolk	Student Center	Balcony - 5th Floor	5521	430	44	\$ 80.00	\$ 40.00	\$ 80.00	\$ 30.00			
Portsmouth	Building A	The Forum	A101	2,180	170	\$ 365.00	\$ 185.00	\$ 365.00	\$ 125.00			
Portsmouth	Building A	Patio @ The Forum	N/A	1,522	100	\$ 255.00	\$ 130.00	\$ 255.00	\$ 85.00			
Portsmouth	Student Center	Multipurpose Room - A/B/C	E122,124,126	3,460	496	\$ 580.00	\$ 290.00	\$ 580.00	\$ 200.00			
Portsmouth	Student Center	Multipurpose Room - A	E126	1,124	161	\$ 190.00	\$ 95.00	\$ 190.00	\$ 65.00			
Portsmouth	Student Center	Multipurpose Room - B	E124	1,164	167	\$ 200.00	\$ 100.00	\$ 200.00	\$ 70.00			
Portsmouth	Student Center	Multipurpose Room - C	E122	1,159	168	\$ 200.00	\$ 100.00	\$ 200.00	\$ 70.00			
Portsmouth	Student Center	Commons & Dining Lounge	EH11C& D	3,038	219	\$ 510.00	\$ 255.00	\$ 510.00	\$ 170.00			
Portsmouth	Student Center	Meeting Room - 1st Floor	E109	186	13	\$ 35.00	\$ 20.00	\$ 35.00	\$ 15.00			
Portsmouth	Student Center	Meeting Room - 1st Floor	E108	207	14	\$ 35.00	\$ 20.00	\$ 35.00	\$ 15.00			
Portsmouth	Student Center	Theater Room	E202	503	35	\$ 85.00	\$ 45.00	\$ 85.00	\$ 30.00			
Portsmouth	Student Center	Conference Room - 2nd Floor	E218	280	19	\$ 50.00	\$ 25.00	\$ 50.00	\$ 20.00			
Portsmouth	Student Center	Meeting Room - 2nd Floor	E208	272	18	\$ 50.00	\$ 25.00	\$ 50.00	\$ 20.00			

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**Use of College Facilities by External Entities**  
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Portsmouth	Student Center	Gymnasium	E205B	6,026	404	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 335.00			
Portsmouth	Student Center	Student Lounge - 2nd Floor	E224	352	21	\$ 60.00	\$ 30.00	\$ 60.00	\$ 20.00			
Portsmouth	Student Center	Student Lounge - 2nd Floor	E232	219	15	\$ 40.00	\$ 20.00	\$ 40.00	\$ 15.00			
Portsmouth	Student Center	Quiet Gallery	EH216	429	29	\$ 75.00	\$ 35.00	\$ 75.00	\$ 25.00			
Portsmouth	Student Center	Fitness Room	E301C	453	31	\$ 80.00	\$ 40.00	\$ 80.00	\$ 30.00			
Virginia Beach	Student Center	Cafe	K-101	4,748	317	\$ 800.00	\$ 400.00	\$ 800.00	\$ 270.00			
Virginia Beach	Student Center	Terrace	N/A	1,071	72	\$ 175.00	\$ 90.00	\$ 175.00	\$ 60.00			
Virginia Beach	Student Center	Small Meeting Room	K-302	718	48	\$ 120.00	\$ 60.00	\$ 120.00	\$ 40.00			
Virginia Beach	Student Center	Large Meeting Room	K-304	1,550	104	\$ 250.00	\$ 125.00	\$ 250.00	\$ 85.00			
Virginia Beach	Student Center	Small Conference Room	K-305	575	39	\$ 100.00	\$ 50.00	\$ 100.00	\$ 35.00			
Virginia Beach	Student Center	Small Meeting Room	K-311	561	38	\$ 100.00	\$ 50.00	\$ 100.00	\$ 35.00			
Virginia Beach	Student Center	Small Meeting Room	K-313	616	42	\$ 100.00	\$ 50.00	\$ 100.00	\$ 35.00			
Virginia Beach	Student Center	Multi-Use Conference Room	K-320	2,973	199	\$ 500.00	\$ 250.00	\$ 500.00	N/A			
Virginia Beach	Student Center	Small Conference Room	K-322	389	56	\$ 65.00	\$ 35.00	\$ 65.00	\$ 25.00			
Virginia Beach	Student Center	Gymnasium	K-204	4,485	90	\$ 750.00	\$ 375.00	\$ 750.00	\$ 250.00			
Virginia Beach	Virginia Beach	Gymnasium	G-139	1,875	150	\$ 325.00	\$ 165.00	\$ 325.00	\$ 110.00			
Virginia Beach	Science	Planetarium	J-100	800	82	\$ 135.00	\$ 70.00	\$ 135.00	\$ 45.00			
Virginia Beach	Pungo	Auditorium	F-133	1,782	212	\$ 300.00	\$ 150.00	\$ 300.00	\$ 100.00			
Suffolk	Regional Workforce Solutions Center	Classroom - Small			22					\$ 500.00	\$ 300.00	\$ 300.00
Suffolk	Regional Workforce Solutions Center	Classroom - Large			44					\$ 800.00	\$ 500.00	\$ 500.00
Suffolk	Regional Workforce Solutions Center	Computer Lab			24					\$ 700.00	\$ 400.00	\$ 400.00
Suffolk	Regional Workforce Solutions Center	Webinar Conference Room			24					\$1,000.00	\$ 600.00	\$ 600.00