



CONFERENCE & TRAINING CENTER

HOUSTON COMMUNITY COLLEGE

The following rates have been based on extensive research and are competitive with comparable facilities within the service area.

Room Rates

Room	Day Rate (8:00 am - 4:30pm)		Evening Rate (4:30 pm - 10:00 pm)	
	COMMERCIAL	NON-PROFIT	COMMERCIAL	NON-PROFIT
* Auditorium/Foyer (5000 sq. ft.) 140 people classroom style 200 people theatre style	\$500.00	\$250.00	\$500.00	\$250.00
Seminar Rooms A & B (1100 sq. ft.) 40 people classroom style 65 people theatre style	\$200.00	\$100.00	\$200.00	\$100.00
Seminar Room C (660 sq. ft.)	\$150.00	\$75.00	\$150.00	\$75.00
Seminar Room D (400 sq. ft.)	\$100.00	\$50.00	\$100.00	\$50.00

*Seating for our auditorium is 3300 sq. ft. with a Pre-Event Foyer of 2162 sq. ft. Proof of insurance coverage must be supplied prior to the event or a liability waiver signed. Room occupancy is based on maximum use of floor space and will not be lessened if room is configured differently. Non-profit organizations must provide proof of 501C3 / 501C4 status and are subject to room assignment adjustments.

Equipment by Day

ITEM	AUDITORIUM		SEMINAR ROOMS	
	COMMERCIAL	NON-PROFIT	COMMERCIAL	NON-PROFIT
Mounted LCD Projection System Includes (4) suspended monitors & large podium plasma screen	\$200.00	\$100.00	N/A	N/A
Mounted LCD Projector Seminar Rooms A, B & C only	N/A	N/A	\$35.00	\$25.00
Portable LCD Projector	\$75.00	\$50.00	\$75.00	\$50.00
Standard Overhead Projector	\$25.00	\$20.00	\$25.00	\$20.00
TV with DVD/VCR Combo	\$75.00	\$50.00	\$50.00	\$35.00
Wireless Microphones	\$30.00	\$25.00	N/A	N/A
Video Recording/Live Video Feed	\$300.00	\$200.00	N/A	N/A
Telephone, Credit Card Reader, or Fax Machine	\$50.00	\$25.00	\$40.00	\$15.00
Lobby Plasma Screen	\$75.00	\$60.00	\$75.00	\$60.00
Large Plasma Screen (Podium)	\$75.00	\$60.00	N/A	N/A
Small Portable Podium	\$25.00	\$15.00	\$25.00	\$15.00
Laptop	\$100.00	\$100.00	\$100.00	\$100.00
Easel Pads (Price per pad)	\$25.00	\$20.00	\$25.00	\$20.00

Rates are for HCCS owned equipment and are subject to increase if equipment is outsourced.