

IVCC Facility Rental Information

CONFERENCE & MEETING ROOMS

Building & Room No.	Room Style	Capacity	Technology	Food Allowed?	Fee
CTC 124	Round tables Classroom Hollow square	48 24	Yes	Yes	\$50 – 1 st 4 hours \$25 each additional hour \$300/day when College is closed
CTC 125	Round tables Classroom Hollow square	48 24	Yes	Yes	\$50 – 1 st 4 hours \$25 each additional hour \$300/day when College is closed
CTC 124 & CTC 125 – combined	Round tables Classroom Hollow square	96 48	Yes	Yes	\$75 – 1 st 4 hours \$30 each additional hour \$300/day when College is closed
CTC 201	Conference	14	Portable	No	\$50 – 1 st 4 hours \$25 each additional hour \$300/day when College is closed
B216 (Fireplace Lounge)	Lecture Classroom Hollow square	80 56 34	Yes	Yes	\$50 – 1 st 4 hours \$25 each additional hour \$300/day when College is closed
C316	Lecture Classroom Hollow square	100 60 40	Yes	Yes	\$50 – 1 st 4 hours \$25 each additional hour
C325	Hollow square Classroom	20 30	Yes	Yes	\$50 – 1 st 4 hours \$25 each additional hour
C326	Hollow square Classroom	20 30	No	Yes	\$30 – 1 st 4 hours \$20 each additional hour
C325 & C326 – combined	Hollow square Classroom	40 60	Yes	Yes	\$60 – 1 st 4 hours \$30 each additional hour

COMPUTER LABS

\$300/day when College is closed

Building & Room No.	Room Style	Capacity	Technology	Food Allowed?	Fee
A208	Lab	48	Yes	No	\$150 for 1 st 2 hours/ \$20 each additional hour
A209	Lab	40	Yes	No	\$150 for 1 st 2 hours/ \$20 each additional hour
A211, A212, A301, B213	Lab	25	Yes	No	\$150 for 1 st 2 hours/ \$20 each additional hour
A323	Lab	15	Yes	No	\$150 for 1 st 2 hours/ \$20 each additional hour
B213	Lab	25	Yes	No	\$150 for 1 st 2 hours/ \$20 each additional hour
D104 – MAC Lab	Lab	20	Yes	No	\$150 for 1 st 2 hours/ \$20 each additional hour
Ottawa Center – OTTC 112	Lab	25	Yes	No	\$150 for 1 st 2 hours/ \$20 each additional hour Not available when College is closed

SPECIALTY ROOMS

Building & Room No.	Room Style	Capacity	Technology	Food Allowed?	Fee
Cafeteria	Round tables	160	Portable	Yes	\$100 for 1 st 4 hours \$30 each additional hour
Cultural Center	Lecture	600	Yes	No	\$500/day or \$35.70/hr
Gymnasium	Bleachers	2224	No		\$500/day or \$35.70/hr 4 hr. minimum
Grounds 1-4 hours		101+			\$50
5-24 hours		1-100			\$100

5-24 hours		101+			\$250
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CLASSROOMS & SEMINAR ROOMS
\$300/day when College is closed, unless in Building C
Ottawa Center is not available when the College is closed

Building & Room No.	Room Style	Capacity	Technology	Food Allowed?	Fee
Smart Classrooms	Classroom	35	Yes	No	\$40 – 1 st 4 hours \$20 each additional hour
D-228	Classroom	60	Yes	No	\$50 – 1 st 4 hours \$25 each additional hour
D-225	Lecture Hall	125	Yes	No	\$75 – 1 st 4 hours \$25 each additional hour
Ottawa Center 101	Classroom	36	Yes	Yes	\$50 – 1 st 4 hours \$25 each additional hour
Ottawa Center 103	Classroom	36	Yes	Yes	\$40 – 1 st 4 hours \$20 each additional hour
Ottawa Center 104	Classroom	42	Yes	No	\$40 – 1 st 4 hours \$20 each additional hour
Ottawa Center 105	Classroom	36	Yes	No	\$30 – 1 st 4 hours \$20 each additional hour
Ottawa Center 104 & 105 – combined	Classroom	78	Yes	No	\$75 – 1 st 4 hours \$25 each additional hour
Bldg H (TDT) 101	Classroom	18	Yes	No	\$30 – 1 st 4 hours \$20 each additional hour
Seminar Rooms	Seminar	15	No	No	\$20 – 1 st 4 hours \$10 each additional hour

Support Services Fees

	Partnership (per hour)	Regular time (per hour)	Overtime (Sun) (per hour)
Custodial	24.00	36.00	54.00
Campus Security	25.00	25.00	37.50
Technical (A-V)	22.00	33.00	50.00
Technical (Computer)	22.00	33.00	50.00

4 hours minimum Sat and Sun

- If additional staff is needed to cover the event, then additional fees will be applied.
- Events held on Saturday and/or Sunday requiring additional staff will have a minimum charge for custodial and maintenance support of 4 hours (Sat= time & 1/2, Sun= double time).
- Weekday events with catering will have a minimum custodial charge of 2 hours for set up and cleanup of trash, etc.
- Support services fees are subject to change without notice.

- Facility requests for classrooms may be submitted in advance, but will not be considered or finalized until the academic scheduling is complete.
 - Facility requests for spring semester will be considered after mid-September.
 - Facility requests for fall semester will be considered after mid-February.
 - Facility requests for summer semester will be considered after mid-February.