

Community Relations

COMPUTER LAB (BIRCH BUILDING) FEE SCHEDULE/HOUSE RULES SR 1330.04

Purpose:To provide renters with fee information and rules when using County Office ROP Computer Lab facilities.

Timeline:Ongoing; daily

Computer Lab Room Capacity

The County Office Computer Lab has two (2) classrooms for a total of 45 computers.

Fee Schedule for Use of Lab (no Instructor)

	Full Day	Half Day	Hourly Rate
Outside Agency	\$200	\$150	N/A
In-House	175	100	50
Instructor Contract * (precludes lab fee)	360	180	60
Instructor Contract for customized classes**	N/A	N/A	75

* Instructors can be contracted to teach at a school site. The fee is the same regardless of whether instruction occurs at a school site or the ROP lab.

**For customized classes, the Instructor Contract fee is \$75 per hour. This rate includes curriculum development. The Instructor fee may be subject to additional expense costs depending on the travel distance and time for the instructor.

	Hourly rate during business hours	On-call after business hours
Technician Contract+	50	75

+For installation of special software prior to your meeting.

House Rules

1. Additional table, chairs, flipcharts and audio visual equipment must be provided by the renter at the renter's own expense.
2. NO staples, tacks, and pins are to be used to adhere items to the walls. Use tape.
3. NO candles or open flames are allowed in the facility.
4. Make sure all items used, such as decorations, etc., are completely removed prior to your group's departure.

5. Make sure the facility is left in the condition in which you found it.
6. No food or drink are allowed in the Computer Lab.
7. Key(s) to the facility must be picked up from the ROP Administrative Secretary, 2240 Old River Road, one business day prior to your event, between the hours of 8:00 a.m. to 4:30 p.m. If the renter does not pick up the keys prior to 4:30 p.m., the reservation will be considered canceled.

MENDOCINO COUNTY OFFICE OF EDUCATION

Date Adopted: 03/01/2003

Date Revised: 09/01/2006