

Community Relations

MOBILE LAB FEE SCHEDULE/HOUSE RULES

SR 1330.05

Purpose:To provide renters with fee information and rules when using County Office ROP Mobile Lab equipment

Timeline:Ongoing; daily

Computer Lab Room Capacity

The County Office ROP Mobile Lab has a total of 15 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

*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 itmes to the walls. Use tape.
3. NO candles or open flames are allowed in the facility.
4. Make sure all itmes used, such as decorations, etc., are completely removed prior to your group's departure.
5. No food or drink are allowed in the room while the Mobile Lab is in use.
6. 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. and 4:30 p.m. unless other arrangements have been made

in advance. 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: 10/14/2004

Date Revised: