

## TERMS AND CONDITIONS

- SPC Downtown Center and Midtown Center facilities will not be rented if rental will interfere with programs of the College. Rentals must occur during normal SPC operating hours.
- Rental activity may be canceled at any time if the terms and conditions of the rental contract are not met.
- Smoking is prohibited inside College facilities, and within 50 feet of any entry or exit.
- Alcoholic beverages and illegal drugs are strictly prohibited.
- Any advertising or promotional material that refers to the College will require prior written approval by Institutional Advancement.
- Payment for use of the facility must be made to the College 10 days in advance of the start of the rental period, unless arrangements are made with the Site Coordinator.
- Access to the College's telephone system and computer network will not be permitted without prior request or arrangement with the Site Coordinator.

## RENTAL RATES *subject to change*

Facility Type	For Profit Rates		Non-Profit Rates	
	Half-Day	Full-Day	Half-Day	Full-Day
Conference Room (up to 20)	\$30	\$60	\$10	\$20
Standard Classroom (up to 45)	\$75	\$150	\$25	\$50
SPC Downtown Center Community Room (up to 60)	\$225	\$450	\$75	\$150
SPC Midtown Center Community Room (up to 75)	\$225	\$450	\$75	\$150
Computer Lab (up to 30)	\$285	\$570	\$95	\$190
Other Specialty Labs/Areas	Varies*	Varies*	Varies*	Varies*

- Half-Day Rate: Up to 5 hours; includes any time required for arrival (set-up) and departure (tear-down).
- Full-Day Rate: Over 5 hours and up to 10 hours; includes any time required for arrival (set-up) and departure (tear-down).
- If you are claiming sales-tax exemption, you will need to provide the College with a copy of your current Florida Consumer's Certificate of Exemption.

\* See Site Coordinator.

## GENERAL LIABILITY INSURANCE

- Proof of adequate continuing liability insurance must be provided in the form of a Certificate of Liability Insurance ("CLI") evidencing proof of broad form commercial general liability insurance in the minimum amount of \$1,000,000 for the entire duration of the rental contract. The CLI must name specifically:

**"As respects to General Liability coverage, the Board of Trustees of St. Petersburg College is added as an Additional Insured per all terms and condition of Insured's policy."**

Certificate Holder (*rentals for SPC Downtown Center*): **"St. Petersburg College, SPC Downtown Center, 244 2nd Avenue North, St. Petersburg, FL 33701."**

Certificate Holder (*rentals for SPC Midtown Center*): **"St. Petersburg College, SPC Midtown Center, 1300 22nd Street South, St. Petersburg, FL 33712."**

- If renter does not currently have insurance coverage, liability coverage can be purchased through URMIA TULIP Plus, a third-party insurance provider for special event liability coverage, at <https://tulip.ajgrms.com/>.

Invitation Code	SPC Downtown Center 5029	SPC Midtown Center 5028
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### MISCELLANEOUS EQUIPMENT (see Specialized Rates)

Equipment	Cost (per half day unless otherwise noted)
Belacam	\$50.00
Belacam SP Player/Recorder	\$10.00
Conference Telephone	\$20.00 + per minute fee—long distance
DVD Player Recorder	\$10.00
Easel	\$5.00
Flipchart Pad - Purchase (includes use of easel)	\$20.00
Folding Chairs (addition to standard) - each	\$1.00
Folding Tables - each	\$5.00
Laptop Computer	\$20.00
Laser Pointer	\$2.00
Markers - Purchase	\$5.00
Microphone (fixed) with Podium	\$20.00
Organ	\$200.00/event
Overhead Projector	\$10.00
Piano	\$100.00/event
Plasma Screen Package (includes laptop)	\$100.00
Podium only	\$5.00
Projector Screen (portable)	\$5.00
Risers	\$75.00/event
Slide Projector	\$10.00
Stage (small)	\$15.00
TV/VCR	\$10.00
Use of Video Conferencing Room with on-call computer support specialist	\$50.00/hr (2 hr minimum)
VHS Camcorder	\$20.00
Video/LCD Projector (portable)	\$30.00
Video/LCD Projector (ceiling mounted w/screen)	\$50.00
Whiteboard - large on wheels	\$5.00
Whiteboard - small	\$3.00
Wireless MicrophoneSystem	\$20.00

### SPECIALIZED PACKAGE RENTAL RATES (costs are based on 5 hour minimum)

Package	Description	Profit Rate	Non-Profit Rate
A	Microphone Computer Specialist/Theatre Manager w/Inhouse Lights	\$960	\$480
B	Power Point Simple Playback Simple Sound Simple Lights Computer Specialist/Theatre Manager	1,360	680
C	Power Point Simple Playback Simple Sound Simple Lights Remote Camera-1-no switching Computer Specialist Lighting Tech	1,560	780
D-1	Power Point Simple Playback Complex Sound Remote Cameras-2 or more Project Stills Computer Specialist Lighting Tech Sound Tech/Stills	1,960	980
D-2	Full theatrical lighting, cues, microphones, external sound Personnel (additional cost)	1,960	980

Package	Description	Profit Rate	Non-Profit Rate
E	Power Point Complex Playback Complex Sound Complex Lights Remote Cameras-2 or more Project Stills Computer Specialist Lighting Tech Sound Tech/Stills Technical Director	2,890	1,440
F	Power Point Complex Playback Complex Sound Complex Lights Remote Cameras-2 or more Project Stills Run/Down Television Recording Floor Cameras Computer Specialist Lighting Tech Sound Tech/Stills Technical Director Floor Director Floor Cameraman Director	2,920	1,460