

Proposals to Increase Facility Rental Fees

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Outreach & Workforce Development

The following proposals were developed to accomplish the Facilities & Events' CORE Initiative goal of increasing facility rental fees to generate additional revenue. Facilities & Events earns revenue through facility rental, conference/audio visual equipment rental, service fees, maintenance fees and long term facility leases fees. The last time LCCC's facility rates and fees were holistically evaluated and increased was 2006. To determine an appropriate rate increase Facilities & Events staff conducted a fair market survey and compared LCCC's current rates to other like institutions.

Proposal 1 Increase Facility Rental Rates

See *Proposed Rental Rates Schedule and Detailed Percentage Increase* spreadsheets.

The results of the fair market survey and rate evaluation indicated an increase of 30% to rental rates for profit organizations and an increase of approximately 18% to nonprofit, government and individual rental rates.

Proposal 2 Increase Catering Administrative Fee

See *Catering Admin Fee* spreadsheet.

The catering bills for Sodexo's community facility use customers are processed through Facilities & Events. The catering bills are paid through a rental revenue expense line item and billed back to the customer to reimburse the budget. Facilities & Events staff are responsible for the execution of the process. Catering bills of more than \$50 are assessed an administrative fee of 5% to fund staff wages and benefits. The catering administrative fee generated \$4,500 in 2015-2016.

The proposal is to increase the fee to 12%. Community customers are not charged sales tax or gratuity for food service at LCCC. That is a savings of as much as 26% over food service at commercial venues. Increasing the fee from 5% to 12% is fair and reasonable and will generate approximately \$11,000 a year.

Proposal 3 Establish Facility Use Sponsorship Levels and Service Fee

See *Sponsorship Levels* spreadsheet.

Facility Sponsorship is the practice of discounting or waiving facility rental for community organizations utilizing LCCC facilities based on the benefit to the College, youth and community.

The 3rd proposal is to set facility sponsorship levels and implement a service fee that will apply to some sponsorship levels. The levels of sponsorship are based on the current facility sponsorship business practices.

Examples based on facility use in 2015-2016 fiscal year.

2015 – 2016 there was \$27,057 in free facilities donated to LCSD#1. If the proposed sponsorship levels had been in effect the cost to LCSD#1 would have been \$700.

In 2015 -2016 \$16,169 in free facilities were donated to UW and the UW LC Extension office. This does not include the in-kind donation to UW Outreach for office spaces and academic class spaces. If the proposed service fee had been in effect the cost to the UW organizations would have been \$2,390. The bulk of the service fee would have been charged to UW LC Extension for facility use at large conferences utilizing LCCC facilities and earning revenue by renting space to vendors and charging a registration fees.

Conclusion

Revenue Projection	
Increase Facility Rental Rates	\$18,396
Increase to Catering Administrative Fee	\$11,896
Service Fee Revenue	\$11,165
Total	\$41,247

With the assumption that in the future facility utilization and catering services remain at the same level or grow, the proposed increases are predicted to generate approximately \$40,000 a fiscal year. Earning additional revenue is essential to generate funding for staff salaries and operational expenses. Please consider approving the proposals that will support Facilities & Events to accomplish this CORE Initiative goal.

Proposed Facility Rental Rates and Service Fee Schedule

Conference and Meeting Facility Rental Rates								
	Government Rate		Nonprofit Rate		Profit Rate		Gov. Service Fee	N-P Service Fee
	Hr. Rate	Day Rate	Hr. Rate	Day Rate	Hr. Rate	Day Rate	20%	20%
PF ANB Bank Leadership Center	\$80	\$320	\$90	\$360	\$125	\$500	\$65	\$70
PF 108 or 109 (1/2 of ANB Bank Leadership Center)	\$40	\$160	\$45	\$180	\$65	\$300	\$30	\$35
PF Lobby	\$100	\$400	\$120	\$480	\$140	\$560	\$80	\$95
PF 118 or 211	\$10	\$40	\$15	\$60	\$20	\$260	\$10	\$10
CCI UP Centennial Room	\$60	\$240	\$70	\$280	\$80	\$340	\$50	\$55
CCI 129 or 130 (1/2 of UP Centennial Room)	\$30	\$120	\$35	\$140	\$40	\$180	\$25	\$30
TC 120/121	\$50	\$200	\$60	\$240	\$65	\$300	\$40	\$50
TC 120 or 121	\$25	\$100	\$30	\$120	\$30	\$140	\$20	\$25
CCI or TC Breakout Rooms	\$20	\$80	\$25	\$25	\$25	\$120	\$15	\$5
HS 111/113 or 309/311	\$50	\$200	\$60	\$240	\$75	\$300	\$40	\$50
HS 111, 113, 309 or 311	\$25	\$100	\$30	\$120	\$35	\$140	\$20	\$25
Classrooms	\$20	\$80	\$15	\$60	\$30	\$120	\$15	\$10

Ag & Equine Facility Rental Rates					
	Nonprofit		Profit		N-P Service Fee
	Day Rate		Day Rate		20%
Available to community groups and individuals Mid-May - July 31					
Indoor Arena LCCC Event staff required		\$385		\$910	\$75
Outdoor Arena No seating or lighting,		\$195		\$455	\$40
Animal Science Lab -Ag 131, concrete floor.		\$220		\$520	\$45
Indoor Arena Floor - No bleachers, chutes, pens etc.		\$110		\$195	\$20
Indoor Stall building - Building rental/night 52		\$685		\$685	
Outdoor Stalls - Per stall/per night, 28 stalls	\$15/stall/night		\$18/stall/night		
Arena Floor Fee		\$55	\$55		
RAC Facility Rental Rates					
	Nonprofit		Profit		N-P Service Fee
	Hr. Rate	Day Rate (+ 4Hrs.)	Hr. Rate	Day Rate	20%

Proposed Facility Rental Rates and Service Fee Schedule

Main Gym Limited availability, bleacher seating for 500	\$40	\$160	\$45	\$180	\$30
MPR Track and 4 tennis/volleyball courts	\$80	\$320	\$100	\$400	\$65
MPR - Ct Tennis/volleyball court	\$20	\$80	\$25	\$100	\$15
Racquetball Ct.	\$15	\$60	\$15	\$60	\$10
Pool LCCC lifeguard required, 25 swimmers per lifeguard	\$35	\$140	\$40	\$200	\$30
Rock Wall LCCC monitor required, 12 climbers per monitor	\$30/hr. up to 12 and \$40/hr. 13 - 24		\$40/hr. up to 12 and \$50/hr. 13- 24		\$10
College Community Center Rental Rates					
	Nonprofit		Profit		N-P Service Fee
	Hr. Rate	Day Rate	Hr. Rate	Day Rate	20%
Theater	\$95	380	\$200	\$800	\$75
CCC Dining Room	\$95	380	\$200	\$800	\$75
CCC 178/179	\$50	\$100	\$55	\$220	\$20
CCC 178	\$25	\$100	\$30	\$120	\$20
CCC 179	\$25	\$100	\$30	\$120	\$20
Student Lounge	\$95	380	\$200	\$800	\$75
Specialized Labs Rental Rates Non-Profit Organizations					
Labs and Teleconference Room	Nonprofit		Profit		N-P Service Fee
	0-4 Hrs.	Day	0-4 Hrs.	Day Rate	20%
SIMS Lab	\$300	\$600	\$340	\$680	\$120
WIND Tech Safety Wall	\$120	\$240	\$180	\$360	\$50
Other Specialized Labs	\$120	\$240	\$135	\$270	\$50
Teleconference Room EEC 132	\$120	\$240	\$135	\$270	\$50

Facility Rental Rates Percentage Increase Calculations

Conference and Meeting Facility Rental Rates						
	Current Rate		Increase %	Proposed Rate		Service Fee
	Hr. Rate	Day Rate		Hr. Rate	Day Rate	20%
Government Entity Rates - Conferences and Meetings						Govn. Service Fee
PF ANB Bank Leadership Center	N/A	N/A	N/A	\$80	\$320	
PF108 or 109 (1/2 of ANB Leadership Center)	N/A	N/A	N/A	\$40	\$160	\$30
PF Lobby	N/A	N/A	N/A	\$200		\$40
CCI UP Centennial Room	\$48	\$192	20%	\$60	\$240	\$50
CCI 129 or 130 (1/2 of UP Centennial Room)	\$24	\$96	20%	\$30	\$120	\$25
TC 120/121	\$40	\$128	20%	\$50	\$200	\$40
TC 120 or 121	\$20	\$80	20%	\$25	\$100	\$20
CCI or TC Breakout Rooms	\$16	\$64	20%	\$20	\$80	\$15
HS 111/113 or 309/311	\$40	\$160	20%	\$50	\$200	\$40
HS 111, 113, 309 or 311	\$20	\$80	20%	\$25	\$100	\$20
Classrooms	\$16	\$64	20%	\$20	\$80	\$15
Small Conference Room PF 118 or 211	N/A	N/A	N/A	\$10	\$40	\$10
Nonprofit and Private Party Rates - Conferences and Meetings						Nonprofit Service Fee
PF ANB Bank Leadership Center	N/A	N/A	N/A	\$90	\$360	
PF108 or 109 (1/2 of ANB Leadership Center)	N/A	N/A	N/A	\$45	\$180	\$360
PF Lobby	N/A	N/A	N/A	\$250		\$0
CCI UP Centennial Room	\$60	\$240	15%	\$70	\$280	\$55
CCI 129 or 130 (1/2 of UP Centennial Room)	\$30	\$120	15%	\$35	\$140	\$30
TC 120/121	\$50	\$200	15%	\$60	\$240	\$50
TC 120 or 121	\$25	\$100	15%	\$30	\$120	\$25
CCI or TC Breakout Rooms	\$20	\$80	15%	\$25	\$100	\$20
HS 111/113 or 309/311	\$50	\$200	15%	\$60	\$240	\$50
HS 111, 113, 309 or 311	\$25	\$100	15%	\$30	\$120	\$25
Classrooms	\$20	\$80	15%	\$25	\$100	\$20
Small Conference Room PF 118 or 211	N/A	N/A	N/A	\$15	\$60	\$10
Profit Organization Rates - Conferences and Meetings						
PF ANB Bank Leadership Center	N/A	N/A	N/A	\$125	\$500	
PF108 or 109 (1/2 of ANB Leadership Center)	N/A	N/A	N/A	\$65	\$400	
PF Lobby	N/A	N/A	N/A	\$350		
CCI UP Centennial Room	\$60	\$240	30%	\$80	\$320	
CCI 129 or 130 (1/2 of UP Centennial Room)	\$30	\$120	30%	\$40	\$160	
TC 120/121	\$50	\$200	30%	\$65	\$260	
TC 120 or 121	\$25	\$100	20%	\$30	\$120	
CCI or TC Breakout Rooms	\$20	\$80	30%	\$25	\$100	

Facility Rental Rates Percentage Increase Calculations

	Current Rate		Increase %	Proposed Rate		Service Fee
	Hr. Rate	Day Rate		Hr. Rate	Day Rate	
HS 111/113 or 309/311	\$50	\$200	30%	\$65	\$260	
HS 111, 113, 309 or 311	\$25	\$100	30%	\$35	\$140	
Classrooms	\$20	\$80	30%	\$25	\$100	
Small Conference Room PF 118 or 211	N/A	N/A	N/A	\$20	\$80	

Ag & Equine Facility Rental Rates					
	Current Rate		Increase %	Proposed Rate	
	Day Rate			Day Rate	
Nonprofit and Private Party Rates - Arena					
Indoor Arena - LCCC event staff required	\$350		10%	\$385	
Outdoor Arena - No seating or lighting,	\$175		10%	\$195	
Animal Science Lab, AG 131 - Concrete floor	\$200		10%	\$220	
Indoor Arena Floor - No bleachers or lobby accesses, limited chutes or pens etc.	\$100		10%	\$110	
Indoor Stall building - Building rental/night 52	\$624		10%	\$685	
Outdoor Stalls - Per stall/per night, 28 stalls	\$15/stall/night		0%	\$15/stall/night	
Arena Floor Fee	\$50		10%	\$55	
Profit Rates - Arena					
Indoor Arena - LCCC event staff required	\$700		30%	\$910	
Outdoor Arena - No seating or lighting,	\$350		30%	\$455	
Animal Science Lab, AG 131 - Concrete floor	\$400		30%	\$520	
Indoor Arena Floor - No bleachers or lobby accesses, limited chutes or pens etc.	\$150		30%	\$195	
Indoor Stall building - Building rental/night 52	\$624		10%	\$685	
Outdoor Stalls - Per stall/per night, 28 stalls	\$15/stall/night		10%	\$16/stall/night	
Arena Floor Fee	\$50		10%	\$55	
RAC Facility Rental Rates					
	Current Rate			Proposed Rate	
	Hr. Rate	Day Rate	Increase %	Hr. Rate	Day Rate
Nonprofit and Private Party Rates - RAC					
Main Gym - Bleacher seating for 500	\$30	\$150	20%	\$40	\$160
MPR - Track and 4 tennis/volleyball cts.	\$60	\$360	20%	\$80	\$320
MPR Per Ct.	\$15	\$60	20%	\$20	\$80
Racquetball Per Ct.	\$10	\$60	20%	\$15	\$60
Pool - LCCC lifeguard required, 25 swimmers per lifeguard	\$25	\$100	20%	\$35	\$140
Rock Wall - LCCC monitor required, 12 climbers per monitor	\$30/hr. up to 12 and \$40/hr. 13 - 24		20%	\$40/hr. up to 12 and \$50/hr. 13- 24	

Facility Rental Rates Percentage Increase Calculations

	Current Rate		Increase %	Proposed Rate		Service Fee
	Hr. Rate	Day Rate		Hr. Rate	Day Rate	20%
Profit Rates - RAC						
Main Gym - bleacher seating for 500	\$30	\$150	50%	\$45	\$180	
MPR - Track and 4 tennis/volleyball cts.	\$60	\$360	50%	\$90	\$360	
MPR Per Ct.	\$15	\$90	50%	\$25	\$100	
Racquetball Per Ct.	\$10	\$50	50%	\$15	\$60	
Pool - LCCC lifeguard required, 25 swimmers per lifeguard	\$25	\$150	50%	\$40	\$160	
Rock Wall - LCCC monitor required, 12 climbers per monitor	\$30/hr. up to 12 and \$40/hr. 13 - 24		50%	\$45/hr. up to 12 and \$75/hr. 13 - 24		
Labs and Teleconference Facility Rental Rates						
Limited Availability	Current Rate			Proposed Rate		
	0-4 Hrs.	Day Rate	Increase %	0-4 Hrs.	Day Rate	
Nonprofit and Private Party Rates - Labs and Teleconference						
SIMS Lab	\$250	\$500	20%	\$300	\$600	
WIND Tech Safety Wall	\$100	\$200	20%	\$120	\$240	
Other Specialized Labs	\$100	\$200	20%	\$120	\$240	
Teleconference - EEC 132	\$100	\$200	20%	\$120	\$240	
Profit Organizations - Labs and Teleconference						
SIMS/Nursing Lab	\$250	\$500	35%	\$300	\$600	
WIND Tech Safety Wall	\$100	\$200	80%	\$120	\$960	
Other Specialized Labs	\$100	\$200	35%	\$120	\$240	
Teleconference Room - EEC 132	\$100	\$200	35%	\$120	\$240	
College Community Center Facility Rental Rates						
Limited Availability	Current Rates			Proposed Rates		
	Hr. Rate	Day Rate	Increase %	Hr. Rate	Day Rate	
Nonprofit and Private Party Rates - CCC						
Theater	\$75	\$300	25%	\$95	\$380	
CCC Dining Room	\$75	\$300	25%	\$95	\$380	
CCC 178/179	\$40	\$160	25%	\$50	\$200	
CCC 178	\$20	\$80	25%	\$25	\$100	
CCC 179	\$20	\$80	25%	\$25	\$100	
Student Lounge - Not available to community	\$75	\$300	25%	\$95	\$380	
Profit Rates - CCC						
Theater	\$150	\$600	50%	\$225	\$900	
CCC Dining Room	\$150	\$600	50%	\$225	\$900	
CCC 178/179	\$40	\$160	50%	\$60	\$240	
CCC 178	\$20	\$80	50%	\$30	\$120	
CCC 179	\$20	\$80	50%	\$30	\$120	
Student Lounge - Not available to community	\$150	\$600	50%	\$225	\$900	

Facility Rental Rates Percentage Increase Calculations

	Current Rate		Increase %	Proposed Rate		Service Fee
	Hr. Rate	Day Rate		Hr. Rate	Day Rate	20%
NOTE: Rate increase is rounded to nearest 5.						

Proposed Catering Administrative Increase

Catering Administrative Fee Revenue Projection	
2015-2016 Catering Revenue	\$99,141
X 5%	X 5%
<i>2015 - 2016 Catering Revenue Earned</i>	<i>\$4,957</i>
Based on the 2015 -2016 Catering Revenue	\$99,141
	X 12%
<i>2017-2018 Catering Fee Revenue Estimate</i>	<i>\$11,896</i>

Sponsorship Levels	Level Benefits and Descriptions of Qualifying Organizations
Level 1	<p><i>Waived facility rental fees as in-kind donation. Organizations receiving this sponsorship level are required to recognize LCCC's partnership and pay applicable maintenance and event staffing fees.</i></p> <p>Mission related organizations and entities including K-12, home school and online learning. Publically and grant funded community service youth organizations whose programming enriches the lives of youth or builds youth leadership skills. UW, Wyoming Community Colleges, WCCC and WACCT. Organizations whose events or activities benefit academic programs, public relations, workforce programs or athletic programs. College program receive benefits of direct or indirect recruiting, funding for program or program scholarship, reciprocal benefits or build important community relationships. Organizations whose events directly benefit underprivileged or otherwise challenged youth populations.</p>
Level 2	<p><i>Waive facility rental fees as an in-kind donation and add a service fee. Organizations receiving this sponsorship level are required to publically recognize LCCC's partnership.</i></p> <p>Organizations and entities include military, first responders and law enforcement. K-12 events that do not bring students to the college, but support and train employees through continuing education; teachers staff, paraprofessionals and transportation workers. UW LC Extension Horticulture conferences for adults that generate revenue. Private youth leadership and enrichment organizations.</p>
Level 3	<p><i>Discount facility rent fees as an in-kind donation. The organizations and individuals will pay facility rental fees and receive 25% to 50% discounted rates. Organizations receiving this sponsorship level are required to publically recognize LCCC's partnership.</i></p> <p>Events scheduled by entities and organizations that benefit youth and the community on a broad scope. Employee will have a benefit of scheduling once a year and receiving a 50% facility rental discount.</p>
Level 4	<p><i>Commercial entities donating \$1000 or more annually to scholarships receive an annual 25% discount on facility rental fees.</i></p>
Level 5	<p><i>Summer conference customers scheduling overnight accommodations in five or more suites for a minimum of two nights will pay 25% to 50% of the facility rental fees associated with their conference meeting and events spaces.</i></p> <p>Exceptions are conference customers whose events have substernal recruiting benefits such as the Girls State summer conference. These exception organizations will pay a 10% service fee to cover Facilities & Events' and Plant Operations' staff costs.</p>

Proposal 1 Fair Market Summary Introduction

The **Proposal 1 Fair Market Survey Summary** workbook contains a summary of facility rental fees gathered in a facility rental rate fair market survey. The facility rental fees at LCCC are compared to an average of the facility rental rates at Casper College, WWCC, NWCCD, CWC, Archer Complex and LCSD#1.

Fair Market Survey Rate Comparison

	LCCC Cheyenne	Casper College Rates	WWCC Rock Springs Rates	NWCCD Sheridan and Gillette Rates	CWC Riverton, Lander and Sinks Canyon Rates	Archer Complex Cheyenne	Average Public Entity Rental Fee	LCCC Rates Compared to Average		Little America Rates	Radisson Rates
Conference and Meeting Facility Rental Rates Comparison											
Largest Rooms (CCI Cent Room)											
Seats	290	304	300	300	300	299				300-400	300
Government - Day	\$192	\$125	\$0	\$360	\$0	\$250	\$147	30% higher		\$2,600	\$350
Nonprofit - Day	\$240	\$125	\$0	\$360	\$350	\$250	\$217	4% higher		\$2,600	\$350
Profit - Day	\$240	\$250	\$250	\$600	\$600	\$400	\$420	75% lower		\$2,600	\$350
UW & K-12 - Day	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250	\$50	50% lower		\$2,600	\$350
Large Rooms (TC 120/121 or HS 111/113)											
Seats	128-160	50+	144	120	85					120-180	150
Government - Day	\$160	\$125	\$0	\$240	\$0		\$91	75% higher		\$1,000	\$300
Nonprofit - Day	\$200	\$125	\$0	\$240	\$125		\$123	63% higher		\$1,000	\$300
Profit - Day	\$200	\$250	\$100	\$400	\$200		\$238	15% lower		\$1,000	\$300
UW & K-12 - Day	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0	equal		\$1,000	\$300
Medium Size Rooms (TC 120, HS 111 or HS 309)											
Seats	40 - 65	Over 35	61-144		10-96	93				50-80	75
Government - Day	\$80	\$50	\$0		\$0	\$75	\$31	158% higher		\$450	\$250
Nonprofit - Day	\$100	\$50	\$0		\$75	\$75	\$50	100% higher		\$450	\$250
Profit - Day	\$100	\$100	\$100		\$75	\$75	\$88	14% higher		\$450	\$250
UW & K-12 - Day	\$0.00	\$0.00	\$0.00		\$0.00	\$75	\$19	94% higher		\$450	\$250
Regular Classrooms or Conference Rooms											
Seats	20-40	Under 35	26-60	20-30	10-96						50
Government - Day	\$64	\$35	\$0	\$36	\$0		\$14	78% higher			\$150
Nonprofit - Day	\$80	\$35	\$0	\$36	\$75		\$29	35% higher			\$150
Profit - Day	\$80	\$50	\$75	\$60	\$75		\$52	53% higher			\$150
UW & K-12 - Day	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0	equal			\$150

Fair Market Survey Rate Comparison

	LCCC - Cheyenne Rates	Casper College Rates	CWC - Riverton, Lander and Sinks Canyon Rates	WWCC - Rock Springs Rates	NWCCD - Sheridan and Gillette Rates	Archer Complex Outdoor Arena & Stalls	LCSD#1 Gym Rates	Average Public Entity Rental Fee	LCCC Rates Compared to Average
Specialized Space Rental Rate Comparison									
Regular or Small Gym (Like Main Gym) Only sponsored community orgs schedule RAC. Rates set to track in-kind.									
Seats	500	50		TBD	300		300-600		
Nonprofit - Day	\$150	\$350		\$200	\$360		\$400	\$327.50	118% lower
Profit - Day	\$150	\$500		\$300	\$600		\$400	\$450.00	200% lower
Large Gym (Like MPR Gym) Only sponsored community orgs schedule RAC. Rates set to track in-kind.									
Seats	100	1694	1000	TBD			3000		
Nonprofit - Day	\$360	\$350	\$150	\$200			\$600	\$325	9% higher
Profit - Day	\$360	\$500	\$150	\$300			\$600	\$387.50	7.5% lower
Special Labs - (Like Nursing or Auto Tech Labs)									
Seats	15-25	15-25			15-25				
Nonprofit - 0-4 hrs.	\$300	\$125			\$75			\$400	Not comparable
Profit - Day 0-4 hrs.	\$340	\$175			\$125			\$150	Not comparable
Computer Labs									
Seats	20	TBD	22-36	20	15-25				
Nonprofit - Day	\$250	\$125	\$100	\$0.00	\$75			\$110	127% higher
Profit - Day	\$250	\$125	\$225	\$150	\$125			\$175	42% higher
Ag and Equine Arenas									
Seats	3000	103	30		0	600			
Nonprofit - Day	\$350	\$180	\$260		\$120	\$400		\$262	Not comparable
Profit - Day	\$700	\$225	\$160-280		\$250	\$400		\$125	Not comparable
AG Stall Facilities									
Number of Stalls	52		10		TBD	TBD			
Nonprofit - Day	\$12		\$10		\$12	\$15		\$12	Equal
Profit - Day	\$12		\$10		\$12	\$15		\$12	Equal
Auditoriums and Theaters									
Seats	90	100 - 417	1000	TBD	422				

Fair Market Survey Rate Comparison

Nonprofit - Day	\$300	\$350	\$300	\$200	\$360			\$302.50	Not comparable
Profit - Day	\$600	\$500	\$700	\$300	\$360			\$465.00	Not comparable