



**NOTICE is hereby given that the Collin County Community College District Board of Trustees will hold a meeting of the Finance and Audit Committee (Gomel, Collins, and Hardin) at 6:00 p.m. on Tuesday, January 18, 2022, in the President's Conference Room 407 at the Collin Higher Education Center, 3452 Spur 399, McKinney, Texas 75069.**

**Locations**

Celina Campus

Collin Higher Education Center  
McKinney, Texas

Courtyard Center  
Plano, Texas

Farmersville Campus

Frisco Campus

McKinney Campus

Plano Campus

Public Safety Training Center  
McKinney, Texas

Rockwall Center

Technical Campus  
Allen, Texas

Wylie Campus

**CONVENE COMMITTEE MEETING: Conference Room 407, CHEC.**

**PUBLIC COMMENT**

**ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION**

**Adjournment to Conference Room 407, CHEC, for closed or executive session pursuant to the Texas Government Code Chapter 551.001 et seq., to wit:**

Sections 551.076 and 551.089 - Deliberations Regarding Security Devices or Security Audits

a. Discussion of the Results for Internal Audit Report # 22-01 - Wireless Network Controls

**RECONVENE COMMITTEE MEETING: Conference Room 407, CHEC.**

**REVIEW AND DISCUSSION ITEM**

1. Consideration of Approval of the Facility Fee Schedule Effective January 1, 2022

**ADJOURNMENT**

**iCollin**

[www.collin.edu](http://www.collin.edu)

*Andrew P. Hardin  
Chair, Board of Trustees*

**Board of Trustees**

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**District President**

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**Collin County Community College District Board of Trustees**

1. Finance and Audit Committee

January 18, 2022

Resource: Melissa Irby  
Chief Financial Officer

**DISCUSSION ITEM:** Consideration of Approval of the Facility Fee Schedule Effective January 1, 2022

**DISCUSSION:** Board Policy GD (Local) establishes the guidelines for the use of district facilities by community groups and organizations. The Facility Fee Schedule was last approved by the Board on December 10, 2019.

After reviewing the rental costs of similar event centers and educational organizations, no increase in the Facility Fee Schedule is proposed effective January 1, 2022.

Proposed fees are listed on the first attachment including additional fees for events requesting extra police, technical, housekeeping, or facility support. Newly established facility and patio space available for rental at the Technical, Farmersville, and Wylie campuses are added to the Facility Fee Schedule. The second attachment shows how the proposed fees compare with area event centers and educational organizations.

The fee offsets the cost of Collin employees managing the leasing and staging of external events. The district will review facility usage fees as needed.

GD (Local) gives the District President the authority to waive the facility use rental fee if the use serves an appropriate College District or public purpose. The district is charged with being good stewards of taxpayer funds, so it is essential the district recovers the costs associated with hosting and staging events for external patrons to avoid the gifting of public funds. A cost recovery fee is being proposed to cover the minimum operating costs of the district to manage and stage the external event, including utilities and employee costs to stage the event. The fee will be charged hourly for large venues and as a flat fee for classrooms and smaller venues.

# Conference Services Fees

Jan 1, 2022

	Capacity	Length	Non-profit Fees	For-profit Fees	
<b>Frisco Campus</b>					
Whole Conference Center	500-900	½ day	\$ 425	\$ 850	
Whole Conference Center	500-900	Full day	\$ 800	\$ 1,600	
1/2 Conference Center (E or N/S)	300-400	½ day	\$ 300	\$ 600	
1/2 Conference Center (E or N/S)	300-400	Full day	\$ 475	\$ 950	
1/4 Conference Center (N or S)	150-200	½ day	\$ 225	\$ 450	
1/4 Conference Center (N or S)	150-200	Full day	\$ 325	\$ 650	
Cougar's Den	60-75	½ day	\$ 100	\$ 200	
Cougar's Den	60-75	Full day	\$ 150	\$ 300	
Gymnasium (minimum 2 hours)	200	Hourly	\$ 80	\$ 100	
<b>McKinney Campus</b>					
Whole Conference Center	500-900	½ day	\$ 425	\$ 850	
Whole Conference Center	500-900	Full day	\$ 800	\$ 1,600	
1/2 Conference Center (A or B/C)	300-400	½ day	\$ 300	\$ 600	
1/2 Conference Center (A or B/C)	300-400	Full day	\$ 475	\$ 950	
1/4 Conference Center (B or C)	150-200	½ day	\$ 225	\$ 450	
1/4 Conference Center (B or C)	150-200	Full day	\$ 325	\$ 650	
Pike Hall/Abernathy Hall	100	½ day	\$ 215	\$ 430	
Pike Hall/Abernathy Hall	100	Full day	\$ 305	\$ 610	
<b>Plano Plano</b>					
Whole Conference Center	500-850	½ day	\$ 425	\$ 850	
Whole Conference Center	500-850	Full day	\$ 800	\$ 1,600	
Conference Center Section C	300-350	½ day	\$ 300	\$ 600	
Conference Center Section C	300-350	Full day	\$ 475	\$ 950	
Conference Center - End Section	100-150	½ day	\$ 215	\$ 430	
Conference Center - End Section	100-150	Full day	\$ 305	\$ 610	
Rear Dining Area	150	½ day	\$ 215	\$ 430	
Rear Dining Area	150	Full day	\$ 305	\$ 610	
Gymnasium (minimum 2 hours)	500	Hourly	\$ 80	\$ 100	
Tennis Courts (price per court per match)	12 courts	per match	\$ 15	\$ 15	
John Anthony Theatre (performance or rehearsal)	350	½ day	\$ 475	\$ 1,585	
John Anthony Theatre (performance or rehearsal)	350	Full day	\$ 775	\$ 2,585	
<b>Collin Higher Education Center (CHEC)</b>					
Board Room (Room 139)	100	½ day	\$ 190	\$ 380	
Board Room (Room 139)	100	Full day	\$ 280	\$ 560	
Board Conf. Room (Room 135)	50-75	½ day	\$ 150	\$ 300	
Board Conf. Room (Room 135)	50-75	Full day	\$ 200	\$ 400	
<b>Courtyard Center</b>					
Courtyard Center (rooms 422,424,426,428 only leased together)	100-150	½ day	\$ 265	\$ 530	
Courtyard Center (rooms 422,424,426,428 only leased together)	100-150	Full day	\$ 405	\$ 810	
<b>Allen Technical Campus</b>					
Kone Conference Center	40-190	½ day	\$ 215	\$ 430	New
Kone Conference Center	40-190	Full day	\$ 305	\$ 610	New
South Terrace	130	½ day	\$ 215	\$ 430	New
South Terrace	130	Full day	\$ 305	\$ 610	New
North Terrace	50	½ day	\$ 150	\$ 300	New
North Terrace	50	Full day	\$ 200	\$ 400	New
Safety Lab	100	½ day	\$ 215	\$ 430	New
Safety Lab	100	Full day	\$ 305	\$ 610	New
<b>Farmersville Campus</b>					
Atrium A Wing	6	½ day	\$ 60	\$ 120	New
Atrium A Wing	6	Full day	\$ 90	\$ 180	New
Atrium Commons	50-80	½ day	\$ 150	\$ 300	New
Atrium Commons	50-80	Full day	\$ 200	\$ 400	New
Atrium Info Desk	6	½ day	\$ 60	\$ 120	New
Atrium Info Desk	6	Full day	\$ 90	\$ 180	New
Event Courtyard	30	½ day	\$ 150	\$ 300	New
Event Courtyard	30	Full day	\$ 200	\$ 400	New
Event Outdoor A-Wing	125-150	½ day	\$ 215	\$ 430	New
Event Outdoor A-Wing	125-150	Full day	\$ 305	\$ 610	New
Library Commons	35	½ day	\$ 150	\$ 300	New
Library Commons	35	Full day	\$ 200	\$ 400	New
<b>Celina Campus</b>					
Atrium 1 - Level 2 South Lobby	36	½ day	\$ 150	\$ 300	New
Atrium 1 - Level 2 South Lobby	36	Full day	\$ 200	\$ 400	New
Atrium 2 - Terrace Atrium	30	½ day	\$ 150	\$ 300	New
Atrium 2 - Terrace Atrium	30	Full day	\$ 200	\$ 400	New
Atrium 3 - North Lobby Atrium	55	½ day	\$ 150	\$ 300	New

## Conference Services Fees

Jan 1, 2022

	Capacity	Length	Non-profit Fees	For-profit Fees	
Atrium 3 - North Lobby Atrium	55	Full day	\$ 200	\$ 400	New
Atrium 4 - South Lobby Atrium	55	½ day	\$ 150	\$ 300	New
Atrium 4 - South Lobby Atrium	55	Full day	\$ 200	\$ 400	New
Atrium 5 - Breezeway Atrium	120	½ day	\$ 215	\$ 430	New
Atrium 5 - Breezeway Atrium	120	Full day	\$ 305	\$ 610	New
<b>Wylie Campus</b>					
Whole Conference Center	500-900	½ day	\$425	\$850	
Whole Conference Center	500-900	Full day	\$800	\$1,600	
1/2 Conference Center (A or B/C)	300-400	½ day	\$300	\$600	
1/2 Conference Center (A or B/C)	300-400	Full day	\$475	\$950	
1/4 Conference Center (B or C)	150-200	½ day	\$225	\$450	
1/4 Conference Center (B or C)	150-200	Full day	\$325	\$650	
<b>Classrooms</b>					
General Classroom	1-40	½ day	\$ 60	\$ 120	
General Classroom	1-40	Full day	\$ 90	\$ 180	
General Classroom	41-75	½ day	\$ 80	\$ 120	
General Classroom	41-75	Full day	\$ 130	\$ 195	
Lecture Hall/Presentation room	75-100	½ day	\$ 120	\$ 240	
Lecture Hall/Presentation room	75-100	Full day	\$ 210	\$ 420	
<b>Additional Fees</b>					
Police Support (external security not allowed)		Per officer/per hour	\$ 50		
Theater Technology Support		Per Technician/per hour	\$ 50		
Dance Floor Fee (15x15)		4 hours	\$ 250		
Houskeeping Fee		Per Technician/per hour	\$ 25		
Facility Setup Fee		Per Technician/per hour	\$ 25		
Technology Support Fee		Per Technician/per hour	\$ 50		
Cost Recovery Fee (Only applies if rental fee waived)		Hourly	\$ 30		
Parking lot rental		Per space	\$ 1		

## Facility Leasing Fee Comparisons

updated: 11/1/2021

Facility Type	Capacity	Collin Current Rates	Plano Event Center*	Addison Event Center	The Sanctuary	Cascades	Reflections on Spring Creek	Allen Event Center*	Sheraton McKinney**	The Cotton Mill
Whole Conference Center	500-900	\$ 800	\$ 3,500	closed	X	X	X	\$ 7,000	\$ 12,000	X
1/2 Conference Center	300-400	\$ 475	\$ 1,900	closed	X	X	\$ 1,500	X	X	\$ 7,300
1/4 Conference Center	150-200	\$ 325	\$ 1,200	closed	\$ 1,800	\$ 6,000	X	X	X	X
Board Room	100	\$ 200	\$ 700	closed	X	X	X	X	X	X

\*Plano Event Center - 1900 capacity; Allen Event Center - 1500 capacity Monday through Thursday  
 \*\* Event Example - 500 attendees. Food and drink required and included in total - this is Monday through Thursday pricing, Weekend is \$15,000

Facility Type	Capacity	Collin Current Rates	Allen ISD	Dallas College	Tarrant County Community College	UNT Dallas	UTD Alumni Center
Whole Conference Center	500-900	\$ 800	\$ 2,000	X	X	X	\$ 5,790
1/2 Conference Center	300-400	\$ 475	\$ 336	X	\$ 3,300	\$ 2,000	\$ 5,790
1/4 Conference Center	150-200	\$ 325	\$ 256	\$ 320	X	X	\$ 4,580
Board Room	100	\$ 180	X	X	X	X	\$ 3,500

Facility Type	Capacity	Collin Current Rates	Allen ISD	Dallas College	Tarrant County Community College	UNT Dallas	UTD Alumni Center
General Classroom	1-40	\$ 90	\$ 400	\$ 160	X	\$ 240	\$ 1,100
General Classroom	41-75	\$ 130	X	\$ 240	\$ 238	\$ 480	\$ 1,200
Lecture Hall/ Presentation Rm.	75-100	\$ 210	\$ 600	\$ 320	\$ 416	\$ 560	X
South Terrace	130	\$ 610	X	X	X	X	\$ 3,500
Event Outdoor A-Wing	125-150	\$ 610	X	X	X	X	\$ 800

Note: All rates have been calculated for a full day rental

**Collin County Community College District Board of Trustees**

2022-01- X

January 25, 2022

Resource: Melissa Irby  
Chief Financial Officer

**AGENDA ITEM:** Report Out of the Finance and Audit Committee and Consideration of Approval of the Facility Fee Schedule Effective January 1, 2022

**DISCUSSION:** Board Policy GD (Local) establishes the guidelines for the use of district facilities by community groups and organizations. The Facility Fee Schedule was last approved by the Board on December 10, 2019.

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**DISTRICT PRESIDENT'S  
RECOMMENDATION:**

The District President recommends the approval of the Facility Fee Schedule effective January 1, 2022.

**SUGGESTED MOTION:**

This item comes as a motion and second out of committee. A suggested motion would be, "Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the Facility Fee Schedule effective January 1, 2022."

DRAFT