



Madras Education Center Room Rental Policy

- Policy Statement** Central Oregon Community College (COCC) is committed to working in partnership with the Jefferson County community to connect with all members of the public and provide a community gathering space for public, not-for-profit, and educational activities.
- Priority Scheduling** COCC activities and events have first priority for use of all Campus facilities. Jefferson County has second priority for the use of the facilities. All other requests will be handled on a first come, first serve basis.
- Reservation Procedure** All requests for room reservations must be made in writing to the Madras Campus Administrator. The Campus Administrator will respond to requests in writing and/or by telephone within 48 hours.
- Room Rental Rates***
- Community Room: 1,117 square feet Seats up to 100 people
\$55 per hour rental rate
- The community room will be available to public organizations, Jefferson County service clubs, and 501(c)(3) organizations free of charge for four events per calendar year. Other entities will be charged consistent with COCC rental rates.
- Classrooms: 612-700 square feet Seats vary: 25-36 people
\$40 per hour rental rate
- The first priority for classrooms is to provide COCC classes to the community. The rooms will only be available for other uses with express approval of the Campus Coordinator. All entities will be charged consistent with COCC rental rates.
- Computer Lab: 750 square feet Seats 28 people
\$75 per hour rental rate
- The first priority for classrooms is to provide COCC services to the community. The rooms will only be available for other uses with express approval of the Campus Coordinator. All entities will be charged consistent with COCC rental rates.

**Please note: Additional hourly fees will be charged for any COCC support staff used in any set-up or take down of a facility, or for on-site support during an event, as deemed necessary by the College. A certificate of insurance may also be required.*