



Campus Facilities Rental Information

- Eastern Campus
- Metropolitan Campus
- Western Campus
- Westshore Campus
- Brunswick University Center
- Hospitality Management Center



Cuyahoga Community College (Tri-C®) offers its facilities for rent in accordance with the mission of the College. Each of the four Campuses, as well as Brunswick University Center and the Hospitality Management Center, are available for a number of different purposes outside the realm of academic classes.

Classrooms, conference rooms, theatres, teaching and demo kitchens, and recreational facilities are among the spaces available and can accommodate a variety of groups with diverse interests. From business seminars to dance recitals, our facilities are open year round to serve you.

Our goal is to serve you to make your special occasion the most successful event possible.

We welcome the opportunity to serve and fulfill your event needs.



Mission

To provide high quality, accessible and affordable educational opportunities and services – including university transfer, technical and lifelong learning programs – that promote individual development and improve the overall quality of life in a multicultural community.

REQUIRED PERSONNEL

(4 hours minimum)

Needs assessed by a Tri-C scheduling specialist and based upon your event.

Prices per hour unless noted otherwise.

Campus Police

Officers

\$40

Unless adequate number of officers are already on duty.

Plant Operations

Custodians/Maintenance

\$40

Technical Support

Audio/Visual Staff

\$45

Automotive Supervisor

\$40/day

Physical Education

Community Recreation Supervisor

\$27

Scoreboard Operator

\$18

Student Assistant

\$7.70

Lifeguard (two required)

\$17

Performance Arts Center

Technical Staff

\$45

Must be present during all activities in the Performing Arts Center.

EQUIPMENT RENTAL FEES

Performing Arts Center Equipment

Multi-day events will incur a daily rental fee.

Metro and East only	\$10/unit/installation	Video Package	\$100/event
Dance Floor	\$300	Follow Spots	\$50/day
Dance Booms	\$40/boom/installation	Monitor Speakers	\$50/day (each speaker)
Piano – Grand	\$400/day (includes tuning)	Draper Rehang	\$100/installation
Piano - Upright	\$200/day (includes tuning)	Backdrop Installation	\$100
Microphone (wired/wireless)	\$40/day		
Podium	\$30/event		

Audio/Visual, Electronic Equipment

Video Projector	\$30	Anchor podium/PA system	\$40
Laptop or tower computer	\$30	Anchor system w/base	\$50
VCR	\$20	Anchor system w/extra speaker	\$60
DVD Player	\$20	Podium w/built-in PA system	\$50
Video projector/equipment combo	\$50	16mm projector	\$40
Digital video visualizer	\$30	35mm slide projector w/wired or Wireless remote	\$30
Octovue Media Switcher	\$50	Overhead projector	\$20
Flipchart stand w/paper (markers not included)	\$20	Laser pointer	\$5
Artist easel	\$5	Microphone (wired/wireless)	\$25
CD/Cassette recorder/player	\$40		
Portable projection screen	\$30		
Color TV monitor w/VCR/DVD/Laserdisc player	\$50		

AUDIO/VISUAL SERVICES

Videotape Productions

In-studio videotaping	\$30
Remote videotaping	\$50
Videotape editing (tape or non-linear)	\$30

Miscellaneous Services

Piano Tuning	\$100
<i>Piano Tuning must use College-specified tuner and pay tuner directly.</i>	
Consumables	Cost plus acquisition costs
Repair/Replacement	Cost plus acquisition costs
Storage	\$10/hr after 24 hours

Prices/rates are subject to change.

FACILITIES DESCRIPTION

Classrooms, conference rooms, theatres, and recreational facilities are among the spaces available for rent at Tri-C. Our professional staff members can discuss your needs and budgetary requirements to make sure that your event is a success. Please note that priority is always given to academic scheduling for the use of any of the rooms.

Performing Arts Centers and Auditoriums

The Eastern, Metropolitan and Western campuses present theatres that offers a beautiful setting for music, dance, and theatre productions, as well as lectures, conferences and business presentations. Each theatre features contemporary theatre lighting, large format data and video capabilities and excellent acoustics.

Tri-C auditoriums offer another option to those groups not needing full theatre capabilities and have data/video capabilities.

Other Available Spaces

Each campus offers very similar facilities, such as classrooms, a cafeteria, computer lab rooms, dance studios and a gymnasium to describe a few; other spaces vary among each campus. For example, at the Western Campus you'll find an automotive classroom/lab or a baseball field, Metropolitan Campus has an outdoor basketball court, Westshore Campus is known for its beautiful atrium featuring a full wall of windows overlooking wetlands and walking trails, and Eastern Campus is known for its beautiful atrium-like Performing Arts Center lobby.



Facilities Rental, Service Department and Equipment Rental Fees

AVAILABLE SPACES

CAMPUS AVAILABILITY

Automotive Classroom/Lab				W			\$40/\$80 + supervisor rate
Cafeteria	E 150 persons	M 300 Side 1 300 Side 2		W 100 upper 400 lower			\$100/\$200 (\$25/hr)
Street Café	E Open capacity						\$15/hr
Classroom/Meeting Room		M	S	W			\$50/\$100
Classroom Basic	E 45 persons		S				\$15/hr
Conference Room	E 14 persons		S		R 4-12 persons	H 35-130 persons	\$15/hr; For the HMC: because of the nature of events held at this facility, we request the opportunity to price each event individually.
ELECTRONIC ROOMS							
Advanced Technology Classroom*	E	M	S	W	R		\$150/\$300 (\$40/hr)
Computer Lab Classroom	E	M	S	W	R		\$150/\$300 (\$40/hr)
Satellite Downlinks	E	M	S	W	R		\$150/\$300 (\$40/hr)
Concourse/"Streets"/Open Galleria	E	M		W			\$50/\$100
Courtyards/Patio/Amphitheater				W 300 persons			\$50/\$100
General Use Area	E Open capacity		S		R		\$15/hr
President's Plaza	E 200 persons						\$15/hr
Dance Studio	E 25 persons	M 20 persons		W 25 persons			\$75/\$150 (\$20/hr)
Grounds (general use areas)	E	M		W			\$50/\$100
Gymnasium/Field Hours	E 1300 persons	M 2000 persons		W 40 for middle, south and north court			\$200/\$400 (\$50/hr)
Handball/Racquetball Court		M					\$50/\$100
Kitchen						H 20-30 persons	Because of the nature of events held at the Hospitality Management Center, we request the opportunity to price each event individually.
Demo Kitchen Area						H 75-90 persons	Because of the nature of events held at the Hospitality Management Center, we request the opportunity to price each event individually.
Mottl Baseball Field – Day Games				W			\$120/game + supervisor rate (no hourly rate available)
Mottl Baseball Field – Night Games				W			\$160/game + supervisor rate (no hourly rate available)
Outdoor Basketball Court		M					\$50/\$100
PERFORMING ARTS FACILITIES							
Auditorium	E 150 persons						\$125/\$250 (\$35/hr)
Auditorium		M 800 persons					\$375/\$750 (\$100/hr)
Studio Theatre	E 60 persons	M 80 persons					\$50/\$100
Theatre	E 600 persons	M 360 persons		W 450 persons			\$375/\$750 (\$100/hr)
Performing Arts Lobby	E 250 persons						\$15/hr
Running Track	E Indoor						\$50/\$100
Soccer Field		M		W			\$50/\$100
Softball/Baseball Fields (except Mottl)				W			\$80/game + supervisor rate (\$20/hr + supervisor rate)
Swimming Pool	E	M		W			\$75/\$150 (\$20/hr)

Recommended ½ day
(4 hours/Full day)
Rates do not include labor/
personnel fees

For events under 4 hours,
rate is \$15/hour unless
otherwise noted.

KEY

- E = Eastern Campus
- M = Metropolitan Campus
- S = Westshore Campus
- W = Western Campus
- R = Brunswick University Center
- H = Hospitality Management Center at Public Square

Prices/rates are subject to change.
Additional service charges may be
required for Westshore, Brunswick
and the Hospitality Management
Center at Public Square.

*Advanced Technology Classroom: Computer, Audio, DVD/VHS player, document projector, LCD projector and screen.

PARKING FEES

Any group arranging an event on Campus must reserve special event parking. Parking fees will be included in your invoice as part of the facility charges.

FOOD SERVICES AND FEES

Catering is available through our exclusive partnership with Aramark. Discuss your catering needs and budget requirements with a Tri-C scheduling specialist to ensure a successful event. Brunswick University Center utilized independent, local caterers.

RESERVING YOUR SPACE AT TRI-C

Please call the Scheduling Office at each campus:

Eastern Campus	216-987-2227 or 216-987-2229
Metropolitan Campus	216-987-4151
Western Campus	216-987-5051
Westshore Campus	216-987-3069
Brunswick University Center	216-987-5756
Hospitality Management Center	216-987-4087

Reservations for spaces must be made five weeks prior to the first day of an event. Payment is due to the Scheduling Office 15 business days prior to the first day of the event. If full payment is not received by the deadline, the event may be cancelled and the client will be notified by certified mail.

For more information regarding the Campus theatres, the Scheduling Office will assist you in arranging a tour of the facilities with the Theatre Technical Director. The Theatre Technical Director will be able to discern your technical needs to ensure a successful event.

A non-refundable \$100 fee may be required to hold theater dates while formal approval is pending.

Proof of Insurance

Some spaces require proof of liability insurance and events will be cancelled if written proof of insurance is not submitted to our Risk Management Department fifteen days prior to the event. The campus scheduling specialist will advise if your event requires proof of insurance.

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