



User Fees & Fines Schedule

Effective July 1, 2019
(unless otherwise noted)

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License Agreement Fees for the Center for Innovation and Economic Development (CIED)

Santa Fe College's mission includes fostering economic development. The College licenses qualified incubator applicants the use of certain space, equipment, and services in the CIED. The board has approved standard level of membership form agreements for Entrepreneur Incubator License Agreement for Residents, the Entrepreneur Incubator License Agreement for Associates, the Affiliate License Agreement for Limited Use of CIED (revisions approved Agenda Item 3.11 June 21, 2011) and service level form agreement Entrepreneur Incubator License Agreement (approved with November 2012 Agenda).

Fees

- \$1,500 annual license fee (payable in \$100 monthly installments)
- \$125 per month per dedicated workstation
- \$100 per month for afterhours access
- \$275 per year non-resident affiliate member (for fledgling companies who need only occasional and minor support from CIED staff and resources)
- \$25 per hour graphic design services
- \$125 one-time move in fee

Last Board Action: June 2019

Board Action Requested: Approval of revised License Agreement Fees

Meeting Space Rental Fees for the Center for Innovation and Economic Development (CIED)

In addition to fostering economic development the CIED supports innovation, training, professional development, and corporate/community training. In supporting this effort, the CIED offers the use of facilities and equipment through renting meeting space. The president or his designee is authorized to modify or waive fees for specific events or users when college purposes are advanced. In the event a fee waiver or modification is granted, a statement of justification will be filed with the approved application.

Fee Schedule

Center for Innovation & Economic Development (CIED)

<p>Location: SF Downtown Campus 530 West University Avenue Gainesville, Florida 32601</p> <p>Phone: (352)395-5053 Fax: (352)395-5086</p> <p>Email: CIED@sfcollege.edu Website: www.sfcollege.edu/cied</p> <p>Features: Ample parking Great downtown location Comfortable furnishings High tech support equipment</p>							
MEETING SPACE RENTAL RATES							
ROOM NAME	LOCATION	STANDARD (2 HOURS)	NON-PROFIT (2 HOURS)	STANDARD (4 HOURS)	NON-PROFIT (4 HOURS)	STANDARD (8 HOURS)	NON-PROFIT (8 HOURS)
Insight Computer Lab <i>Seats 16 people; 695 sq. ft.</i>	DB-112	\$130	\$65	\$250	\$125	\$425	\$215
Knowledge Seminar Room <i>Seats 22 people; 600 sq. ft.</i>	DB-117	\$70	\$45	\$135	\$80	\$245	\$135
Ideas Conference Room <i>Seats 12 people; 395 sq. ft.</i>	DB-120	\$55	\$40	\$105	\$60	\$195	\$110
Imagination Seminar Room <i>Seats 45 people; 960 sq. ft.</i>	DB-125	\$100	\$55	\$195	\$100	\$375	\$190
NOTE: Seating capacity is with tables and chairs. Capacity increased if no tables are required for set up.							
COMMUNAL SPACES							
Inspiration Cyber Lounge — an open work area that offers a public desktop computer and wireless internet access; you can surf the internet, check email, print documents, or plug in your laptop and play online games.							

Energy Dining Lounge — a shared gathering space for CIED associates, residents, renters and staff that has tables and chairs for eating; refrigerator, microwave, basic kitchen supplies, ice and vending machines available.

REFRESHMENT OPTIONS			
SNACKS	PRICE PER PERSON	BEVERAGES	PRICE PER PERSON
Breakfast Bar Assortment	\$1.00	Coffee Set-Up	\$1.50
Cracker Assortment	\$1.00	Water	\$1.00
Snack Chip Assortment	\$1.00	Soft Drinks	\$1.00
Cookie Assortment	\$1.00	Other Beverages	\$1.25-\$2.50

*NOTE * Requests for refreshments must be made 2 weeks in advance.*

PRINTING SERVICES					
SERVICE	BLACK	COLOR	SERVICE	BLACK	COLOR
Letter Size Copies/Print (per side)	\$0.05	\$0.25	Local Fax (per page)	\$0.50	
Legal Size Copies/Print (per side)	\$0.07	\$0.35	Long Distance Fax (per page)	\$1.50	
Tabloid Size Copies/Print (per side)	\$0.10	\$0.50	Letter Size Lamination (per page)	\$1.00	\$1.00

GRAPHIC DESIGN SERVICES			
ITEMS	PRICE PER HOUR	ITEMS	PRICE PER HOUR
Business Card	\$20.00	Retractable Banner	\$20.00
Flyer	\$20.00	Brochure	\$20.00

Last Board Action: June 2018

Board Action Requested: None

Santa Fe Dental Clinic Fees

The Santa Fe Dental Clinic provides a limited range of dental hygiene, radiologic, and restorative services. Fees range from nominal costs associated with Medicare/Medicaid patients to several hundred dollars for crowns, bridges, and prosthetics.

Fee Schedule

HYGIENE SERVICES	CODE	TOOTH #/QUAD	FEE
Data Collection	00005		No charge
NP screening	00015		No charge
Family /student	00004		No charge
We care	00002		No charge
Board screen	00006		No charge
Case study	00003		No charge
Follow up	00019		No charge
Adult prophy	D1110		\$35.00
Medicare/Medicaid adult pro	00001		\$10.00
Medicaid child prophy	01121		\$5.00
Child prophy under 12	D1120		\$15.00
Quad scale	D4341	UR LR__UL LL	\$25.00 per quad
Medicare quad scale	04342	UR LR__UL LL	\$10.00 per quad
Sealant per tooth	D1351		\$10.00 per tooth
Oraqix/Local Anesthesia	D9630		\$10.00/\$5.00
Debridement	D4355		\$15.00
Unfinished prophy	00011		No charge
RADIOLOGY			
Rad lab	0000		No charge
Initial x-rays	000nc		No charge
FMX	D0210		\$40.00
PAN	D0330		\$40.00
BWX (2)	D0272		\$10.00
BWX (4)	D0274		\$20.00
P.A./B.W.(1)	D0230/D0270		\$5.00
RESTORATIVE		TOOTH # /SURFACE	
Exam	D0120		No charge
1 surf amalgam	D2140		\$70.00
2 surf amalgam	D2150		\$90.00

3 surf amalgam	D2160		\$110.00
4 surf amalgam	D2161		\$150.00
1 surf-ant resin	D2330		\$70.00
2 surf-ant resins	D2331		\$90.00
3 surf-ant resins	D2332		\$110.00
4 surf-ant resins	D2335		\$150.00
1 surf-post resin	D2385		\$70.00
2 surf-post resins	D2386		\$90.00
3 surf-post resins	D2387		\$110.00
Deliver crown	02999		No charge
Student restorative	00014		No charge
Bleaching per arch w/syringes	09972		\$50.00 per arch
Bleaching syringe (2syringes)	00008		\$15.00
Crown build up	D2950		\$77.00
Crown	D2752 (pfm)		\$350.00 + lab fee*
Bridge abutment	D6752		\$350.00 + lab fee*
Bridge pontic	D6242		\$350.00 + lab fee*
Recement crown	D2920		\$25.00
Sedative filling	D2940		\$25.00
Sports guard	D9940		\$15.00
Repair partial or denture	D5640		Per case
Interim partial (flipper)	D5820 / D5821		Per case
Follow up	00019		No charge

**Lab fee is set by and paid directly to pvt. dental lab*

Last Board Action: June 2019

Board Action Requested: Approval of modifications to the fee schedule effective for Fall Term 2019

Santa Fe Little School Tuition Fees

The Santa Fe Little School provides extraordinary preschool programs and teacher training for Santa Fe students and staff. College staff have reviewed rates with other early learning and preschool centers in the area and determined that the rate increases proposed will still be very competitive rates for the Little School to charge in the area. The Santa Fe Little School fee assessments currently do not cover the full cost of the services provided by these exceptional programs.

Tuition Fee Schedule

	Toddlers (14-35 months)		Preschool (3-5 years)		Scheduled Extended Day
	Students*	Non-Students	Students*	Non-Students	Students & Non-Students
M-F	\$155	\$175	\$135	\$155	additional \$55
MWF	N/A	N/A	\$90	\$100	additional \$33
TTH	N/A	N/A	\$75	\$85	additional \$22

*Discounted rate requires at least one parent to be a full-time SF student with enrollment of 12 or more credit hours per semester.
SUPPLY FEE: Each family is assessed a \$25 supply fee per semester they have student(s) enrolled.

Last Board Action: June 2019

Board Action Requested: Effective August 1, 2019, approval of the modified tuition fee schedule

Santa Fe Teaching Zoo and Planetarium Fees

The Santa Fe Teaching Zoo and Kika Silva Pla Planetarium offer many exhibits and programming to the college and community at large. The revenue generated by these fees goes directly back to fund the costs to maintain exhibits, programming, and related expenditures of each program. The president or his designee is authorized to modify or waive fees for specific events or users when college purposes are advanced. In the event a fee waiver/modification is granted, a statement of justification will be filed with the approved application. These programs may also extend modest discounts to promote group sales (e.g., Groupon sales) and matinee shows.

Fee Schedules

Planetarium Admission Rates		
Adults	(Ages 13 to 59)	\$6.00
Children	(Ages 4 to 12)	\$4.00
Seniors	(Age 60+)	\$4.00
UF Students & Staff	(with current ID)	\$4.00
Veteran/Military	(with valid Military ID)	\$4.00
Children	(Ages 3 & under)	FREE
SF Students, Staff & Retirees	(with current ID)	FREE

Zoo Admission Rates		
Adults	(Ages 13 to 59)	\$8.00
Children	(Ages 4 to 12)	\$5.00
Seniors	(Ages 60+)	\$5.00
UF Students & Staff	(with current ID)	\$5.00
Children	(Ages 3 & under) SF	FREE
Students, Staff & Retirees	(with current ID)	FREE
Veteran/Military	(with valid Military ID)	\$5.00
Veteran/Military Guest	(must accompany Veteran/Military)	\$5.00
Teachers, Firefighters, Police, First Responder/EMT/EMS (with valid ID)		\$5.00
Member of AZA/AZK	(must show member card)	FREE
Member of AZA Facility	(with valid member card)	50% off
SF Zoo Members	(w/ member card)	FREE
<i>Veteran/Military and one guest will get free admission on Armed Forces Day, Memorial Day, and Veterans Day when they present valid military ID.</i>		
<i>Teaching Zoo Members get \$1 off additional guests when they present their member card.</i>		

Zoo / Planetarium Group Rates (Advanced Field Trips)		
Adults	(Ages 13 to 59)	\$10.00
Children	(Ages 4 to 12)	\$8.00
Seniors	(Ages 60+)	\$8.00
UF Students & Staff	(with current ID)	\$8.00
Veteran/Military	(with valid Military ID)	\$8.00
Children	(Ages 3 & under)	FREE
SF Students, Staff & Retirees	(with current ID)	FREE
Certified Teachers	(One per class)	FREE
Bus Drivers		FREE

Planetarium Special Events	
Birthday Parties	Regular admission fees apply (\$50 minimum) Requires \$50 deposit, plus \$5.00 per person over 10 guests (regardless of affiliation). Maximum of 60 guests.
Full Dome Music Shows	\$10.00 per guest
Laser Shows & Special Events	\$5-10 per guest

Zoo Membership Fees	
Individual (Free entry for 1 named adult)	\$30.00
Family of 4	\$65.00
Family of 5	\$85.00
Additional Adult to Family of 4 or 5 \$20.00 Additional Child to Family of 5 \$15.00 <i>10% of memberships are donated to conservation.</i>	

Zoo Special Events		
Birthday Parties	Up to 20 guests*	\$225.00
	Each additional guest (up to 30)	\$10.00
<p><i>*Requires 50% deposit when reservation is accepted by the Zoo.</i></p> <p><i>Santa Fe College faculty/staff get 10% off birthday parties with valid SF ID. Teaching Zoo members get 10% off.</i></p> <p><i>10% of Birthday party base rate (\$225) is donated to conservation.</i></p>		

Zoo EdZOOcational Outreach Programs	
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Community Outreach with Animals	\$100.00
Community Outreach without Animals	FREE
Community Outreach with Animals for Alachua County Public Schools	\$75.00

**Requires 50% deposit when reservation is accepted by the Zoo.*

Zoo Animal Encounters	
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Ambassador Animals	Adults	\$5.00
	Children	\$5.00
Galapagos Tortoise Encounter	per person over 1-year-old	\$20.00
Galapagos VIP Tour	(up to 10 people)	\$200.00

*10% of proceeds from Ambassador Animals and Galapagos Tortoise Encounter go to conservation.
 50% of proceeds from Galapagos VIP Tours go to conservation.
 . Santa Fe College faculty/staff get 10% off Ambassador Animal Encounters. Teaching Zoo members get 10% off VIP/Animal Encounters.*

Zookeeper for a Day Program	
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Adults & Children	\$30.00
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*Santa Fe College faculty/staff get 10% off w/ SF ID. Teaching Zoo Members get 10% off w/ member ID.
 10% of proceeds go to conservation*

Zoo Adopt-An-Animal/Habitat	
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Level I (4X6 Photo)	\$25.00
Level II (5X7 Photo + 1 free ticket to the zoo)	\$50.00
Level III (8X10 Photo + 2 free tickets to the zoo)	\$100.00
Level IV (8X10 Photo + 8 free tickets to the zoo)	\$250.00

Zoo Gift Shop	
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Miscellaneous Merchandise	\$0.10 - \$50.00
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Teaching Zoo members get 10% off merchandise at Zoo.

Quarters for Conservation

The Santa Fe College Teaching Zoo started a Quarters for Conservation (Q4C) program in 2016. The program is designed to increase our conservation budget and fulfill our commitment to conservation through the Association of Zoos and Aquariums (AZA) by raising money directly from guests. AZA zoos throughout the country have implemented Q4C, raising over \$1 million annually. The Q4C initiative is expanding to include a portion of each paid program offered on grounds at the Teaching Zoo.

The objectives for the Q4C are to raise significant funds for additional in-situ conservation projects; communicate how each zoo visit helps wildlife conservation; and encourage guests to take everyday conservation actions by showing how they are connected to wildlife survival.

Last Board Action: June 2019

Board Action Requested: Effective September 1, 2019, approval of fee schedule changes

Santa Fe Fine Arts Performance Admission Fees

In accordance with College Rule 5.9 Admission Fees for College Events the President's Cabinet is authorized to set fees for admittance to College events as appropriate and to designate appropriate College officials to issue complimentary tickets to events normally charging fees.

Admission Fees

Prices approved by the President's Cabinet for SF Fine Arts events produced in the Fine Arts Hall (FAH) and Building E Concert Hall:

- ✓ FAH Orchestra seats (404 seats) — \$15.00
- ✓ FAH Balcony seats (203 seats) — \$15.00
- ✓ E Concert Hall seats (203 seats) — \$15.00
- ✓ Both Halls Seniors (60 & above) — \$ 9.00
- ✓ Both Halls Children (12 & under) — \$ 9.00
- ✓ Both Halls UF students w/ ID — \$ 9.00
- ✓ Both Halls SF students w/ ID — \$ 5.00 with SF ID, unless attendance is mandatory for a class then FREE
- ✓ Both Halls faculty, staff & retirees — FREE with SF ID

The FAH and E Concert Hall admission prices apply only to standard dance, music, and theatre events produced by the Fine Arts Department.

The FAH Box Office will work with faculty to provide complimentary vouchers to those students whose attendance is part of their grade for a course. They will also address student walk-up and show time curtain delays, associated with large student audiences.

Last Board Action: June 2019

Board Action Requested: Approval of admission price changes

SF Library Fees & Fines

Borrowing privileges of Library books and/or materials is extended to all currently enrolled students, faculty, staff and retirees of Santa Fe with valid SF ID. Others may receive borrowing privileges as determined by the Library and/or special agreements.

Fees & Fines

A replacement cost (as determined by the Library) plus a \$10.00 processing fee is charged to patrons for each lost or damaged library book and/or material. Items not returned by the date/time due will be considered overdue and declared lost at 30 days. The exception being reserved materials, classroom materials, and electronic devices which are declared lost immediately after being overdue.

- ✓ Student records are flagged until all lost or damaged library books and/or material are returned in acceptable condition or replacement cost and processing fees are paid.
- ✓ The replacement cost is refunded to patrons who return an item for which they have paid, provided the library has not replaced the item. The processing fee is not refunded.

Last Board Action: June 2019

Board Action Requested: Approval of the changes to the fees and fines

Institute of Public Safety (IPS) Program Fees

Certain fees apply to students of IPS law enforcement, corrections and emergency medical services programs. Applications to the College's Law Enforcement or Correctional Officer academies are submitted through the IPS Criminal Justice Selection Center. In accordance with Florida Statute 943.256, applicants to these academies must successfully complete the screening process established by the Florida Department of Law Enforcement (FDLE), the Institute of Public Safety and the Criminal Justice Selection Center.

Program Fees

Basic Recruit Class (BRC) for Law Enforcement/Correctional Officers: \$123

The Basic Recruit Class prepares students to become an entry-level law enforcement officer or correctional officer in Florida. The Law Enforcement Officer BRC and the Correctional Officer BRC are separate programs.

- The program fee of \$123 covers online application processing vendor costs, database access expenses, and costs relating to applicant drug screening. The IPS no longer offers the Florida Basic Abilities test.

Basic Recruit Class (BRC) Rollover: \$123

This program is designed for students who were previously enrolled in the BRC but could not complete the class, and who have since been readmitted.

- The program fee of \$123 covers online application processing vendor costs, database access expenses, and costs relating to applicant drug screening. The IPS no longer offers the Florida Basic Abilities test.

Law Enforcement/Correctional Officer Crossover: \$123

This program is designed for Florida correctional officers who wish to earn law enforcement officer certification, and Florida law enforcement officers who wish to earn correctional officer certification.

- Potential program fee of \$123 covers online application procession vendor costs, database access expenses, and costs relating to applicant drug screening, depending on individual applicant circumstances. The IPS no longer offers the Florida Basic Abilities test.
- There is no fee for the student if drug screening and fingerprinting are conducted and paid for by a sponsoring agency.

Equivalency of Training: \$50 - \$200

This program is designed for persons who hold or held certification as a law enforcement officer in a state other than Florida, or with a federal or military agency, and who wish to be certified as a law enforcement officer in Florida. The program is also appropriate for previously certified Florida officers whose certification has expired.

- ✓ A fee of \$200 applies to out-of-state and federal officers.
- ✓ A fee of \$50 applies to previously certified Florida officers and to officers who served with military agencies.

Emergency Medical Services (EMS) Programs: \$84

All applicants to the Emergency Medical Technician Program and Paramedic Program must be fingerprinted at the time of each application. A fee of \$84 for fingerprinting and database searches applies to all applicants to the programs.

Last Board Action: June 2019

Board Action Requested: Approval of revised program fees to cover the cost for required program admittance services

Santa Fe Fitness Center Locker Rental Fees

Patrons of the gym are provided the opportunity to rent a locker by semester or year.

Fees

- \$10 per semester or \$25 for the year.
- Santa Fe faculty/staff may rent for free with valid SF ID.

Last Board Action: September 2003

Board Action Requested: None

Santa Fe Athletics In-Season Games and Tournament Admission

In accordance with College Rule 5.9 Admission Fees for College Events the President's Cabinet is authorized to set fees for admittance to College events as appropriate and to designate appropriate College officials to issue complimentary tickets to events normally charging fees.

Admissions

In-Season Games

Volleyball and Basketball

- ✓ General Admission: \$5
- ✓ Children under 12, Senior Citizens, Veterans, UF & other college students w/ID: \$3
- ✓ SF Faculty, Staff, Students, & Retirees: Free with valid SF ID

Softball and Baseball

- ✓ No charge

Tournaments

- ✓ Admission varies depending on event with a range of \$0-\$15 for all-day ticket
- ✓ SF Faculty, Staff, Students & Retirees: Free with valid SF ID
- ✓ Athletic Director may charge teams participating in the tournaments to offset the costs of hosting

Chair Backs for Bleachers

- ✓ Up to \$2 rental fee per usage

Last Board Action: June 2019

Board Action Requested: Approval of charging teams participating in tournaments to offset costs of hosting such events

Pay for Print Fees

College has several locations on campus where students can get print or copy material. Students can use credit cards or cash for these services.

Fees

- ✓ \$.10 single-side B/W
- ✓ \$.15-.20 double-side B/W
- ✓ \$.25-.75 single-side Color
- ✓ \$.45-1.50 double-side Color

Last Board Action: July 2011

Board Action Requested: None

Parking Fines

In accordance with Board Rule 6.8, Motor Vehicle and Parking Control, the following schedule of fines and penalties for parking violations are in effect at all campuses and centers of the College.

Fines

- Illegal parking in any form other than unauthorized parking in a space designated as accessible: each violation \$20
- Parking, stopping, or standing in a designated accessible parking space without proper permit: each offense \$100
- Towing: Any motor vehicle parked in areas where the College has posted tow-away zone signs or constitutes a hazard may be towed at owner's expense

Last Board Action: June 2019

Board Action Requested: Approval of revised wording to be consistent with College Board Rule 6.8 and increase illegal parking violation fine which has not been increased in over 20 years

Laboratory Fees

Florida Statutes 1009.22 (9) *Workforce development postsecondary student fees* and 1009.23 (12) *Community college student fees* allow the assessment of user fees. These fees shall not exceed the cost of the services provided and shall only be charged to persons receiving the service. At Santa Fe College, laboratory fees are assessed to students who are enrolled in classes that, because of their nature, require special funding not provided by regular tuition. Examples of items that would fall within the College’s definition of “unusual costs” include but are not limited to the following:

- Specialized instructional software
- Specialized instructional equipment
- Equipment and software maintenance agreements
- Substantial photocopying
- Tutors, student assistants, and lab assistants
- Pass-through costs from third parties
- Instructional videos or tapes
- Instructor certification programs and required continuing education
- Liability insurance
- Hazardous materials-related charges
- Differential faculty pay when market adjustment is necessary

Fees are reviewed in academic departments on a rolling three-year cycle with exceptions being made for fees associated with new courses or with substantial curriculum changes in existing courses. The college review cycle by academic department is as follows:

YEAR 1 (2017/2018)	YEAR 2 (2018/2019)	YEAR 3 (2019/2020)
Academic Foundations	English	Social & Behavioral Sciences
Information Technology Education	Institute of Public Safety	Business Programs
Mathematics	Natural Sciences	Sciences for Health Programs
Nursing Programs	Cardiovascular Technology & Sonography	Radiologic Programs
Humanities & Foreign Languages	Visual & Performing Arts	Library
Respiratory Care & Surgical Technology	Dental Programs	Construction & Technical Programs
Student Development		EPI
Emerging Technologies		Education/Child Development

Fee requests or changes are initiated by the department’s chair or director and submitted to the Office of the Provost and Vice President for Academic Affairs for review **at least 45 days** in advance of the college’s June Board of Trustees’ meeting. If approved by the provost, the lab fee form is forwarded to the Coordinator for Curriculum and Scheduling. The coordinator compiles the complete list of fees for the upcoming academic year and submits the list to the board at the June meeting for approval. All new and changed fees become effective with the fall term. These fees are brought to the board as a separate item each fiscal year in conjunction with preparation of the annual operating budget.

Last Board Action: June 2019

Board Action Requested: Approval of Academic Year 2019-2020 Course Lab Fee Schedule (see attached separate schedule)

Santa Fe Identification Card Fees

Santa Fe issues identification cards to all SF students, faculty, staff and selected invited guests. The College values the service retirees provide to the College, and staff recommend that the College cover the cost of their first Santa Fe Retiree Identification Card.

Fees

- ✓ **SF Student:** First card free, any replacement card(s) \$10
- ✓ **SF Faculty, Staff, & Retirees:** First card \$5 paid by Human Resources; any replacement card(s) \$10 paid by Faculty, Staff or Retiree
- ✓ **SF Affiliates & Special Programs:** First Card \$5 paid by Affiliate/Special Program sponsor or Affiliate/Special Program member; Any replacement card(s) within the term of the affiliation or special program \$10 paid by Affiliate/Special Program member

Last Board Action: June 2018

Board Action Requested: None

Equipment Use or Damage Fee

Various areas around the college loan individual equipment to students, student organizations, etc. The borrowers sign a form identifying the equipment checked out and agree if the item is returned damaged or is not returned that the borrower will be assessed the cost of repair or replacement.

Fees

- Cost to repair or replace item.

Last Board Action: July 2002

Board Action Requested: None

Use of College Facilities Fees

Absent fees approved for specific facilities, all other College facility use is covered pursuant to College Rule and Procedure 6.4, Use of College Facilities. The president or his designee is authorized to modify or waive fees for specific events or users when college purposes are advanced. In the event a fee waiver or modification is granted, a statement of justification is filed with the approved application. Fees are outlined in College Procedure 6.4, Use of College Facilities.

Fees

- See College Rule and Procedure 6.4, Use of College Facilities

Last Board Action: November 2002 & April 2011

Board Action Requested: None

Use of College Facilities/Equipment Fees for Rental of Fine Arts Hall and Building E Concert Hall

Pursuant to Agenda Item 6.6 on April 19, 2011, the president has established a schedule of fees specific to be charged for the use of facilities and equipment at the College's Fine Arts Hall. In addition, the president or his designee is authorized to modify or waive fees for specific events or users when college purposes are advanced. In the event a fee waiver or modification is granted, a statement of justification is filed with the approved application.

Rental Fees

All rates are effective January 1, 2020 and are subject to change without notice.

Fine Arts Hall and Building E Concert Hall Rental

- ✓ FAH Mainstage (Maximum Capacity 600): \$1,400 Standard Rate (1st 4 hours)
- ✓ FAH Ground Floor Lobby (Max. Cap. 500 standing, 178 seated): \$820 Standard Rate (1st 4 hours)
- ✓ FAH Multi-Purpose Studio (Max. Cap. 350 standing, 200 seated): \$820 Standard Rate (1st 4 hours)
- ✓ All Three FAH Spaces \$2,800 Standard Rate (1st 4 hours)
- ✓ E Concert Hall (Max. Cap. 236 seated): \$600 Standard Rate (1st 4 hours)
- ✓ Additional time past 4 hours is invoiced at the applicable hourly rate.
- ✓ Installation or rehearsal is discounted 75%.
- ✓ Additional costs for equipment and labor will be determined based on the event requirements.

Facility Reservation and Rental

Complete the online Request Form and send to the Fine Arts Department Chair. The Department Chair and the Theatre Manager will determine which requests can be accommodated. Dates for a given fiscal year, July 1 through June 30, can be held after March 1 of the prior fiscal year.

Rental Agreements

All event documents must be signed and returned with deposit no later than 4 weeks prior to the event for FAH Mainstage, All Three FAH Spaces, or E Concert Hall rental and 2 weeks prior to the event for FAH Lobby or FAH Multi-Purpose room rental, or College reserves the right to cancel the event. Renters must submit deposit, proof of insurance, proof of tax-exempt status, and all event documents.

Deposit

A deposit is required at the time the event documents are signed and returned. The deposit is equal to the estimated cost of facility use. Rental deposits can be made with check, VISA, MasterCard, Discover Card or American Express. Cash payments cannot be accepted.

Insurance

The Florida College System Risk Management Consortium (FCSRMC) provides liability coverage for non-college-sponsored individuals, groups, agencies and organizations renting College facilities that do not carry liability insurance. The fee for this coverage will be charged to the renter and is in addition to the rental fee. If private insurance is available, a certificate of liability insurance naming the College as an additional insured in the amount of \$1,000,000 is required. In the event the renter does not carry liability insurance, participation in the FCSRMC is mandatory.

Alcohol

Generally, alcohol is not permitted on SF College premises. For specific events in the Fine Arts Hall permission may be requested to distribute alcoholic beverages. The President of the College is authorized to grant approval and may do so with certain restrictions and conditions. Any person or agency with authorization to distribute alcohol must provide the College with alcohol liability insurance coverage. The renter shall assume all responsibility for compliance with any applicable State of Florida Division of Alcoholic Beverages and Tobacco licensing requirements.

Catering

While you are free to use the caterer of choice, beverages must be purchased in accordance with the College's agreement with Pepsi. If a caterer is providing the beverages, they must make purchases through the local Pepsi bottler using the College's contracted rates unless the caterer has its own existing agreement with Pepsi, in which case they can use their existing agreement. If you are providing beverages without using a caterer, then you must honor the College's agreement and make Pepsi purchases in accordance with the College's agreement. For current pricing and ordering information, please visit the [Beverage Exclusivity webpage](#).

Marketing Review

SF College reserves the right to review all publicity materials for events scheduled in the Fine Arts Hall or E Concert Hall before their release to the public.

FAH Ground Floor Lobby & FAH Multipurpose Room Events

Labor and equipment costs per event will be determined by the College based on the needs and nature of the event.

FAH Mainstage and E Concert Hall Performance Events

Each audience event must employ, at minimum, a Technical Supervisor, and an Usher Supervisor. In addition, SF College Fine Arts Hall staff must operate specialized audio, video, lighting, and stage equipment and rigging. Additional labor and equipment will be determined by the SF College Theatre Manager and Technical Director, based on the needs and nature of the event. These charges are in addition to the rental fee.

Labor Pay Rates (per worker, per hour)

- ✓ Staff Supervisor or Specialist: \$25
- ✓ Technical Labor, Journey level: \$21
- ✓ Working industry professionals: \$18
- ✓ Technical Labor Apprentice level: \$15
- ✓ Usher supervisor: \$18
- ✓ Usher/ticket taker: \$16
- ✓ Office staff: \$16
- ✓ Custodian: \$25
- ✓ SF Police: \$39

Labor/Hourly information

SF College will determine appropriate staffing for events, based in part on requirement outlined by any technical information given for the event. Additional staff that is required due to incomplete or unclear information will be determined by the Theatre Manager and the Technical Director. At no time will staffing levels be reduced to a level less than deemed safe by the SF staff for the operation of the venue and its equipment. These charges are in addition to the rental fee.

Theatre Equipment Rental (per event)

- ✓ Model D Steinway Concert Grand Piano: \$250
- ✓ Piano (baby grand): \$150
- ✓ Piano (upright): \$100
- ✓ Piano (electric keyboard): \$60
- ✓ Piano Tuning: \$ 150
- ✓ Follow spotlight: \$200
- ✓ Media projector and projector screen: \$950
- ✓ Lobby Projector and screen \$250
- ✓ Acoustical/orchestra shell: \$500
- ✓ Dance floor: \$300
- ✓ Standard audio package: \$400
- ✓ Wireless microphones: \$30 (additional per unit)
- ✓ Rep lighting plot equipment: \$400
- ✓ Podium (includes PC & limited audio): \$ 175
- ✓ Wired network or phone line \$30

Ticketing

- ✓ All ticketing is managed by the SF College Box Office.
- ✓ Ticket prices will be inclusive of sales tax, if applicable.
- ✓ A Vendor Fee is assessed for every ticket sold.
- ✓ For ticket sales through the Website a per ticket fee (added to the event price) will be assessed based on the ticket price (including a merchant fee charge)
- ✓ For ticket sales at the SF Box Office a per ticket fee will be charged to the event based on the payment type
- ✓ No tickets will be issued until Event Documents are executed and deposit is received.

Additional Information

- ✓ The collection of donations on site is not permitted.
- ✓ The sale of retail merchandise in the Fine Arts Hall or E Concert Hall is not permitted.
- ✓ The SF College Fine Arts Hall has no Standing Room sections.
- ✓ Renters must execute additional event documents if a change in event specification increases estimated costs more than 10% above the original estimate.
- ✓ Applicable sales tax rates apply to ALL services (rent, labor, etc.).

Last Board Action: June 2019

Board Action Requested: Approval of changes to Fines Arts rental fees

Student Records Copy & Transcription Fees

The office handling the student record request will provide the requestor the fee to be assessed for photocopies of the requested record(s) or transcription(s) of student conduct hearing. The requestor must pay the fee to the Cashiers and provide proof of payment for completion of the record request.

Fees

Student Record(s) Copy Fee

- \$.10 per one-sided copy B/W impression
- \$.15 per two-sided copy B/W impression

Student Conduct Hearing(s) Transcription Fee

- \$1.50/minute

Last Board Action: June 2015

Board Action Requested: None

Health Science Program Fee(s)

Many of the College's clinical partner agreements, for the placement of Health Science students in a clinical setting, require the College to perform Background screenings on students referred to their facility. Health Science staff collect and remit fingerprints to perform the level of screening required.

Fee(s)

- Fingerprinting: \$68

Last Board Action: June 2018

Board Action Requested: None

Santa Fe College Harvey Sharron Bat Cave Field Laboratory Admission

The Bat Cave and field laboratory facility is one of the Natural Sciences Department's educational resources, the same as any of the colleges and department's classrooms or laboratory facilities. Therefore, in keeping with our mission, the use of Bat Cave itself and its related facilities shall be restricted to organizations and trips that are educational in nature.

Primary use and control of the use shall reside with the Natural Sciences Department and its chairperson and/or designee(s). Permission for use may be granted to other departments of the College; to state and federal organizations; to educational institutions such as primary schools, secondary schools, colleges and universities, both private and public; to museums, geological and youth organizations; and to city, county, state and federal agencies, with restrictions and conditions. The College will consider requests for use of the facility from private organizations or other potential users only when presented with an appropriate rationale and may impose restrictions and conditions at its own discretion.

In addition, the president or his designee is authorized to modify or waive fees for specific events or users when college purposes are advanced. In the event a fee waiver or modification is granted, a statement of justification is filed with the approved application.

Admission

- ✓ Adults and Children: \$5.00
- ✓ UF Students, Faculty, and Staff: \$4.00
- ✓ SF Students, Faculty, Staff & Retirees (with SF ID): Free

Last Board Action: June 2018

Board Action Requested: None