



LAS POSITAS COLLEGE

PRELIMINARY REQUEST FOR USE OF COLLEGE FACILITIES

Las Positas Community College
Mertes Performing Arts Center

3000 Campus Hill Dr
Livermore, CA 94551
4000 Building

laspositascollege.edu/theater

Does Organization have 501(c)(3) from IRS? Yes No

(Organization responsible for the contract, as noted on 501©(3), if applicable)

Primary Contact/Title: _____

Day Phone: _____ Mobile Phone: _____

E-mail: _____ Web URL _____

Title of Show You Are Proposing: _____ Number of Performers: _____

Brief Description of Booking: _____

Please provide as many date options as possible

First Preference - List all related dates:

Tech/Rehearsal Date(s) Estimated in/out times

Performance Date(s) Curtain time(s)

Second Preference - List all related dates:

Tech/Rehearsal Date(s) Estimated in/out times

Performance Date(s) Curtain time(s)

EXAMPLE:

Tech/Rehearsal Date(s) Estimated in/out times

10/2/19 – 10/5/19 10am-11:30pm

Performance Date(s) Curtain time(s)

10/6/19 & 10/8/19 & 8pm 10/6 & 10/7
10/8/19 2pm & 7pm 10/8

Select the space you are requesting:

- Main Stage (465 seats)
- Blackbox (100 seats)
- Amphitheater (750 seats)

Public or Private Performance? Public Private

Will you be selling concessions? Yes No

Expected Attendance: _____

Lighting Needs: _____

Audio Needs: _____

Curtain/Drape Needs: _____

Furniture Needs: _____

A/V Needs (rear projection only): _____

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Facilities Fee Schedule



FACILITY	NOTES	HOULY RATE	NON-PROFIT
GENERAL FACILITIES			Dublin, Pleasanton, and Livermore non-profits receive a 10% discount off listed price
Classroom (cap. 45 or less)		\$70	\$45
Computer Lab (varies)		\$100	\$65
Conference Room (varies)		\$80	\$55
Lecture Hall (cap. 106 - 175)	Rooms 2420 or 1011	\$110	\$75
PERFORMING ARTS FACILITIES			
Amphitheater w/Electricity LPC (cap. 2,000)	3 hr. min + 3% gross rcpts	\$275	\$225
Amphitheater w/o Electricity LPC (cap. 2,000)		\$225	\$175
Atrium/Lobby		\$125	\$75
Black Box (cap. 75)	Requires Stage Technician	\$125	\$75
Concession Stand/Ticket Booth		Flat Fee \$50	Flat Fee
Green Room		\$60	\$35
Large Dressing Room (per day)		Flat Fee \$100	Flat Fee \$100
Main Theater (cap. 464)	Requires Stage Technician 3 hr. min + 3% gross rcpts	\$250	\$175
Rehearsal Room		\$90	\$70
Small Dressing Room (per day)		Flat Fee \$50	Flat Fee
ATHLETIC FACILITIES			
Athletic Room/Dance Studio		\$100	\$80
Gymnasium*	Fixed Seating: 1000	\$180	\$150
Locker Room/Shower Room *		\$80	\$70
Soccer Field			
Grass Soccer Field	Striping fee: \$250	\$225	\$200
Grass Soccer Field w/Lights		\$275	\$225
Synthetic Field*		\$175	\$125
Synthetic Field w/lights*		\$225	\$150
Swimming Pool - all pool rentals require a CPO			
Competition Pool (13 lanes, Pool House)*	Renters are responsible for providing their own lifeguards with current certification	\$100	\$80
Instructional Pool (6 lanes, Pool House)*		\$50	\$40
Track		\$175	\$140
OTHER FACILITIES			
Parking Lot (per hour)	3 hr. min.	\$150	\$100
Parking Lot (all day)		\$500	\$400
Vendor/Employer Tabling	3 hr. min.	\$50	\$50
STAFFING		No Discount on Staffing Fees	
(Per Hour, 2 Hour Minimum)	Monday-Friday	Saturday	Sunday
Custodial	\$70	\$90	\$90
Maintenance & Grounds	\$80	\$90	\$120
Stage Technician	\$70	\$90	\$90
Certified Pool Operator	\$70	\$90	\$90
Campus Safety	\$70	\$90	\$90
NOTES:			
<input type="checkbox"/> Non-Profit Fee: Verification of non-profit status as defined by Internal Revenue Code section 501(c)(3) required <input type="checkbox"/> In addition to facilities fees, equipment and/or staffing fees are charged; a quote is provided prior to event confirmation <input type="checkbox"/> Payment is due to the LPC Admin. Services for the full invoice amount 7 business days prior to event date <input type="checkbox"/> Refunds or credits are not given for cancellations made less than 10 days prior to the event <input type="checkbox"/> Usage and/or staffing fees will apply during non-instructional days and summer months. <input type="checkbox"/> Facilities are not available during CLPCCD holidays or College closures. <input type="checkbox"/> Rental of College facilities are dependent upon availability of facilities and College staffing. <input type="checkbox"/> Rates are subject to increase annually on July 1st based on the Consumer Price Index (CPI).			

Fees are effective beginning January 28, 2021