

FACILITY RENTALS



DAILY RENTAL FEES

Classroom Rental Fees

(Full Day) \$350 + GST, (Half Day) \$250 + GST

Computer Lab Rental Fee

(Full Day) \$700 + GST, (Half Day) \$500 + GST

Doug Schmidt Lecture Theatre: Capacity 108

(Full Day) \$700 + GST, (Half Day) \$500 + GST

ELEMENTS DINING ROOM

Room 1: Capacity 40

(Full Day) \$350 + GST, (Half Day) \$250 + GST

Room 2: Capacity 40

(Full Day) \$350 + GST, (Half Day) \$250 + GST

Room 3: Capacity 40

(Full Day) \$350 + GST, (Half Day) \$250 + GST

Bulk Discounts:

2 Rooms: \$600 + GST 3 Rooms: \$900 + GST

Office Fees:

(Full Day) \$150 + GST, (Half Day) \$75 + GST

SUNCOR ENERGY INDUSTRIAL CAMPUS (SEIC)

Classroom Rental Fees

(Full Day) \$350.00 + GST,

(Half Day) \$250.00 + GST

Shop Rental

(Full Day) \$700.00 + GST,

(Half Day) \$500.00 + GST

Non-Profit Rates: \$20/hour

Must provide proof of Non-Profit status

EQUIPMENT RENTAL FEES

Podium..... Complimentary

Flipchart/whiteboard/easel..... Complimentary

LCD projector..... Complimentary

Projection screen..... Complimentary

Internet (Wi-Fi)..... Complimentary

Printing (Black & White)..... \$0.15/page +GST

Printing (Full Colour)..... \$0.50/page + GST



coned@keyano.ca
780.715.3903

keyano.ca



Welcome to

KEYANO COLLEGE FACILITY RENTALS

Suncor Energy Industrial Campus

Located in the industrial heart of the city, the Suncor Energy Industrial Campus is home to Keyano College's Heavy Industrial Programs, and includes several mechanical shops, as well as classrooms. We provide a comfortable, well-equipped environment for all your rental needs.

Boardroom/Meeting Rooms

Our boardrooms can seat up to 12-15 people. Standard equipment includes: computers, speakers, projector, screen, whiteboards, and a speaker phone. All our facilities have high-speed internet and Wi-Fi. Some rooms have conference calling or video conferencing equipment; please request upon booking if these services are required.

OUR ROOM RENTAL & FACILITIES SUPPORT

Our Classrooms, all contain 10ft projection screens with ceiling-mounted LCD projectors, 40 amp services, internet access, white boards, and flip charts. Our friendly, helpful staff and Information Technology Services Department, are there to assist you with any training or classroom requirements.

Our flexible classrooms have movable seating and can accommodate 12-30 people. Our computer labs are equipped with 15-20 individual computer stations.

Doug Schmidt Lecture Theatre

The newly renovated lecture theatre room has capacity for 108 people with stationary seating. With a fully functional instructor computer, projection and sound capabilities, this room will suit your needs for presentations or lectures to a larger crowd. Equipment is pre-set and connected to high-speed internet and free Wi-Fi is available for your convenience.

Elements Dining

This newly renovated dining area is great for special events or meetings. Each of the three rooms has capacity to hold approximately 40 guests, and all three rooms can be combined to accommodate a total of 120 seated guests. Each room is equipped with audio and projection capabilities. Book your next board meeting, wedding, or Christmas party with us.

CATERING

For information about catering options for your rental please contact us at 780.715.3903.

CANCELLATION POLICY

A cancellation fee equal to the facility rental fee plus GST will be incurred for any cancellations within five business days of the rental date. Special event deposits and/or prepayment will be forfeited at the time of cancellation.

To book our facilities, please contact The School of Continuing Education at coned@keyano.ca or call **780.715.903**



Security is provided on campus **24 hours** a day and can be reached at **780.791.4911**.

SERVICES INCLUDE:

- General patrols
- Complaint investigation
- Emergency First Aid
- Parking control

Security is located in the Clearwater Campus building next to the reception desk.

Parking is available for **\$2/DAY**

per vehicle in "General Parking" designated areas.