

To make a Reservation or Tour
the Facilities:

Call 217.786.3401 or

E-Mail Christine.Marietta@llcc.edu

Please have the following information:

1. Date & Name of the Event
2. Estimated Number of Participants
3. Equipment Requested
4. Room Set Up Arrangements



We are able to accommodate
many events, small or large.
Contact LLCC-Litchfield today so
we can reserve your space!



Facility Rental Information

Lincoln Land Community
College - Litchfield

#1 Lincoln Land Drive
Litchfield, IL 62056

Phone: 217.786.3401

Fax: 217.786-4974

www.llcc.edu/litchfield

Lincoln Land
Community College—
Litchfield

217.786.3401

**Facility Rental
Information**



beg. July 1, 2016

Facility Rental Information

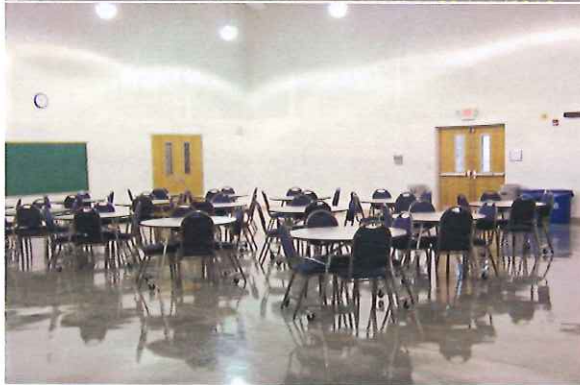
Facility	Community, Not-for-Profit, Government *Full/Half Day	For Profit *Full/Half Day
Auditorium (1-200 theater or 1-100 table seating)	\$150/\$75	\$225/\$150
Multipurpose Room (1-128 capacity)	\$100/\$50	\$150/\$100
Classroom (1-30 capacity)	\$60/\$30	\$90/\$60
Computer Lab (1-20 or 1-16 capacity)	\$40/hr	\$50/hr
Conference Room (1-8 capacity)	\$40/\$20	\$60/\$40
<p><i>*FULL day is defined as 5+ hours, HALF day is less than 5.</i></p> <p>For approved weekend events, a security fee of \$67.50 per every three hours will be charged.</p>		

To be considered Not-for-Profit or Government affiliated, users will need to provide a tax exempt form. Community events are affiliated with the City of Litchfield.

An invoice will be sent by e-mail or mail after the use of the College facilities to request payment.

Facility Usage Opportunities

Conferences
Training Sessions for Large Groups
Meetings
Employee Gatherings
Vendor and Display Areas



Policies/Procedures

Event Cancellation

Please notify the college of any event cancellation at least 48 hours prior to the scheduled event. Failure to do so may result in loss of future privileges to reserve facilities. The user may be liable for all costs if the event is cancelled less than 48 hours.

Equipment

When requested, a podium, whiteboard, chalkboard, flip chart, easel, sandwich boards for event directions and normal projection systems with a screen and projector can be provided at no cost when available. In the auditorium, a corded or cordless microphone is available for use.

Food

Food and/or beverages for events at the College must be provided for by the user. No food is allowed in the carpeted Auditorium unless approved by LLCC-Litchfield Director.

Advertising

The user shall NOT advertise the event prior to receiving a facility confirmation e-mail.

Security Fee

Afterhours or weekend events will be charged an extra \$67.50 per every three hours.

Damages

All college facilities and equipment must be returned in its original, good condition. The cost of repairs and/or replacement will be charged to the user.

Waiver of Liability

The College assumes no responsibility for any loss which may result to the reserving organization.