



Rates and Fees

Meeting Room Charges	
Occupancy	Rates
1-50	\$500
51-140	\$1000
141-300	\$1500

Ancillary Resources	Fees
Media Production	\$100/hour
Classroom Support	\$100/hour
After hours	\$150/hour
Event Services Fee	\$100
After hours	\$200
Custodial	\$75 (no food)
1-4 hours	\$100
>4 hours	\$150
After hours/alcohol	\$200
Security	\$40/hour
After hours	\$50/hour
Administrative Fee	10.5%

*Standard Equipment Fee provides: Podium on the floor (cannot be moved), laptop computer, LCD Projector, laser pointer, two Handheld Microphones, one lavalier microphone (in certain rooms)

The following items are available for customer use. Charges may apply:

- Four 2' x 3' sidewalk displays and 2' x 3' A-frames; customer is responsible for providing posters and the placement/return of the displays following the event (\$10)
- Easels – Customer is responsible for providing posters/flip charts and markers (\$15)
- High top tables (draped with black spandex) – Customer must provide alternative linen (\$20)
- 44" x 92" Poster displays – Including hook-style Velcro attachments (\$150 labor/setup and breakdown)
- Tables
- Chairs
- Directional signs

