



Student Activity Center Rates

Department (Set-Up)

Ballroom Auditorium	\$100
Black Box Theatre Legislative Assembly Room	\$75
Student Activity Center Rooms	\$50

Department Collecting Fees

Ballroom Auditorium	\$500 + Set-Up Fee
Black Box Theatre Legislative Assembly Room	\$300 + Set-Up Fee
Student Activity Center Rooms	\$100 + Set-Up Fee

Cancellation & No Show Rates

Ballroom Auditorium	Cancellation: \$250 if less than 30 days No Show: \$300	} SAME FOR DEPARTMENTS & STUDENT GROUPS
Black Box Theatre Legislative Assembly Room	Cancellation: \$50 – \$150 if less than 30 days No Show: \$75 – \$200	
Student Activity Center Rooms	Cancellation: \$10 if less than 3 days No Show: \$25	

Late Request / Reservation Change Rates

Requests submitted less than two (2) business days (minimum of 48 hours) will be subject to a \$10 late addition fee

Cleaning

A cleaning charge may be assessed based on your reservation.

AV & Furnishings

	Departments	Student Group
Projector – LCD	\$85	\$0
Projection Screen (all types)	\$10	\$0
Microphone (all types)	\$10	\$0
Lectern – Table Top	\$10	\$0
Lectern – Large/Mobile/Podium	\$15	\$0
Player – VHS/DVD	\$30	\$0
Player – Blu-Ray DVD	\$30	\$0
In-house PA System/Built-in Speakers	\$30	\$0
Stage Piece (6' x 8')	\$15	\$0
Easel	\$7	\$0

Before and After Hours Rates

ANY event that requires an early opening or extends operational hours is subject to approval and additional charges associated with building operations cost and building staff.

Event staff will discuss these charges when the reservation is approved and confirmed.

The minimum will be \$150.00 per hour during regular weekday hours and \$300 per hour during weekend/intercession hours.