

- Certain fees are waived for student groups and campus departments. Outside groups are billed for all applicable fees
- To maintain the integrity of our equipment, the Center for Student Engagement furniture, equipment and technology cannot be used outside of the Student Union Building
- The Atrium and Scholars Perch are not reservable spaces in the SUB. These common spaces are designed to be social gathering places. Functions requested in these spaces will be denied.
- Both 4th floor and 2nd floor common rooms come “as is.” In the rare occasion we approve a different layout to 2nd and 4th floor rooms there will be a convenience fee, as well as clean up fee if rooms are not set back to original layout by the student group/department/outside entity.

Building Rental Fees

	Unit Price	Student	Campus	Outside
2 nd & 4 th Floor Meeting Rooms	\$75.00/room	Waived	Waived	Billed
2 nd & 4 th Floor Alternate Layout Fee	\$25.00/room	Billed	Billed	Billed
MPR, PFS, 100N, 62/63	\$100.00/hour	Waived	Waived	Billed
Entertainment Commons	\$25.00/hour	Billed	Billed	Billed
Building Open outside normal hours	\$20.00 flat fee + \$ 15.00/hour*	Billed	Billed	Billed

Notes:

* When building is open outside normal hours, you incur a 1-time flat fee of \$20.00 plus \$15/hour (to cover student worker coverage) each hour the building remains open.

Equipment Rental Fees

	Unit Price	Student	Campus	Outside
Computer Cart w/ Projector & Sound	\$25.00 each	Waived	Waived	Billed
Easel/Arrow/Music Stand	\$5.00 each	Waived	Billed	Billed
Theater Dividers for Crowd Control	\$10.00 each	\$5.00	Billed	Billed
Portable Pipe & Drape (60" wide per piece)	\$50.00 per 60"	Billed	Billed	Billed
Stage (any configuration/size)	\$100.00 flat fee	Billed	Billed	Billed
Basic Sound System*	\$50.00 each	Billed	Billed	Billed
Fender Sound System*	\$75.00 each	Billed	Billed	Billed
Microphone with Stand	\$10.00 each	\$5.00	\$5.00	Billed
Podium with Microphone (MPR,PFS, 100N)	\$10.00 each	Waived	Billed	Billed
Podium with Microphone (4 th floor)	\$10.00 each	Waived	Billed	Billed
Podium with Full Technology (62/63 only)	\$25.00 each	Waived	Waived	Billed
72" Round Tables	\$10.00 each	\$5.00	Billed	Billed
6' Rectangle Tables	\$2.00 each	Waived	Billed	Billed
Chairs	\$0.50 each	Waived	Billed	Billed

Notes:

- *Speaker system will be determined on needs for the event.
- Events with mid-event transitions will be billed for personnel time and for total equipment needed in the room.
- Outside of the MPR and 62/63, if a podium is used, you will be billed for a basic sound system as well. Students will be billed for only the price of the speaker system.

Personnel Fees (all rates are per person unless otherwise indicated)

	Unit Price	Student	Campus	Outside
Event Support Staff Working Event	\$15.00/hour	Billed	Billed	Billed
Student Union Manager Working Event	\$20.00/hour	Billed	Billed	Billed
Student Union Manager Working Tech	\$25.00/hour	Billed	Billed	Billed
Professional Security Staff (estimate for your records)	\$32.00/hour	Billed	Billed	Billed

Notes:

- If a student worker is requested, workers will be required to work the ½ before and after your event, which adds an additional hour of payment to your total fee.
- Type of worker will be determined by the Center for Student Engagement
- A SUM is **REQUIRED** to work AV/Tech in the MPR any time the laptop/projector system is in use. Please factor this into your requests for technology.
- You **must** consult with the Director of the Center for Student Engagement and University Police if security is needed for your event.

Other Fees

	Unit Price	Student	Campus	Outside
Clean Up Fee (if room is left a mess)	\$50.00/room	Billed*	Billed	Billed
2 nd and 4 th Floor Reset Fee	\$20.00/room	Billed	Billed	Billed
Late Event Request (events given less than 21 days notice)	\$25.00 flat fee	Billed	Billed	Billed
Set-up fee change (change of layout within 48 hours)	\$20.00 flat fee	Billed	Billed	Billed
Layout needs to be set up day prior	\$50.00 flat fee	Billed	Billed	Billed
Overnight Equipment Storage	\$25.00 flat fee	Billed	Billed	Billed
Payment by Check or Cash Surcharge	15.30% charge	Billed	Billed	Billed

Notes:

- *If a student club leaves a room requiring cleanup or resetting, SA intervention will be needed, and a strike can be placed on your organization.
- If departments or outside organizations leave rooms requiring cleanup or resetting, you may be asked not to use the SUB for future events.
- All fees are subject to change without prior notice