

Schedule A: 2020 Rates

Security Deposit (refundable)	Atrium or Concert Hall	\$	1,500
	Meeting Room	\$	200
	Student/Staff/Alumni	\$	50

Evening Rates - 4pm until 10pm (set-up starting at 8am)

Sunday through Friday			
Renter's Initials_____	Atrium	\$	2,000
Lessor's Initials_____			
Renter's Initials_____	Concert Hall	\$	2,000
Lessor's Initials_____			
Renter's Initials_____	Atrium and Concert Hall	\$	3,500
Lessor's Initials_____			

Saturday			
Renter's Initials_____	Atrium	\$	2,500
Lessor's Initials_____			
Renter's Initials_____	Concert Hall	\$	2,500
Lessor's Initials_____			
Renter's Initials_____	Atrium & Concert Hall	\$	4,500
Lessor's Initials_____			

Daytime Rates - 8am to 4pm (must be cleaned up by 4PM)

Saturday & Sunday			
Renter's Initials_____	Atrium	\$	1,800
Lessor's Initials_____			
Renter's Initials_____	Concert Hall	\$	1,800
Lessor's Initials_____			
Renter's Initials_____	Atrium & Concert Hall	\$	3,000
Lessor's Initials_____			

Monday through Friday (mid-May through July only)			
Renter's Initials_____	Atrium	\$	1,600
Lessor's Initials_____			
Renter's Initials_____	Concert Hall	\$	1,600
Lessor's Initials_____			
Renter's Initials_____	Atrium & Concert Hall	\$	2,500
Lessor's Initials_____			

Meeting Rooms - 8am - 10 pm Sunday - Saturday (2 hour minimum)

Renter's Initials_____	Room 308 (Classroom)	\$	50/hr
Lessor's Initials_____			
Renter's Initials_____	Room 011 (Classroom)	\$	50/hr
Lessor's Initials_____			
Renter's Initials_____	Fifth Floor	\$	50/hr
Lessor's Initials_____			

*All tables & chairs are included in the rental fees, but no linens are available.

- 14 round tables, 60" diameter (seats 8 per table)
- 16 long, rectangular tables, 6ft (used for serving food or seating)
- Total chairs available = 200

*Parties that need an additional day for set-up may buy out the previous rental day prior to the Event, if available, for an additional fee to be negotiated, which will not be less than \$1500.00 in any event.

Renter's Initials: _____ Lessor's Initials _____: Renter desires to rent the day prior for a fee of \$_____.

Renter's Initials: _____ Lessor's Initials _____: Renter does not desire to rent the day prior.

The premises should be vacated by 1:00am the next morning after the rental day.

*Additional Fees for use of Sound and Video System including microphone(s), stand(s), video screens and audio technician is \$225. Additional Fees for use of the Lighting Package is \$175.

Renter's Initials: _____ Lessor's Initials _____: Renter desires to rent the use of the Sound & Video System for the Event.

Renter's Initials: _____ Lessor's Initials _____: Renter does not desire to rent the use of the Sound & Video System for the Event.

Renter's Initials: _____ Lessor's Initials _____: Renter desires to rent the use of the Lighting Package for the Event.

Renter's Initials: _____ Lessor's Initials _____: Renter does not desire to rent the use of the Lighting Package for the Event.

*The Atrium is 4,500 sq. ft.; The Concert Hall is 2,375 sq. ft.

Maximum capacity is as follows:

	Atrium	Concert Hall
Max Capacity	250	190
Banquet	175	100
Theater Row	200	150

*Room 308 is 864 sq. ft.; Room 011 is 288 sq. ft.; Fifth floor is 3,960 sq. ft.

Maximum capacity is as follows:

	Room 308	Room 011	Fifth Floor
Max Capacity	30	12	115

Discount Rates

Non-profit organization	50%
Staff, Alumni or current student	75%

TOTAL FEES AGREED UPON:

Rental Fee: _____
Discount: _____
Sound & Video: _____
Lighting: _____
Security Deposit: _____

Total: _____

Renter's Initials: _____

Lessor's Initials: _____