



**BILLING RATES - FY 21/22**

**DEPARTMENT NAME :**  
**Campus Reservations & Events: Combined**

**VICE-PRESIDENT AREA :**  
**Student Affairs**

<b>DESCRIPTION OF COMMODITY OR SERVICE :</b>	<b>UNIT OF BILLING</b>	<b>FY 21/22 RATE</b>	<b>CUSTOMERS BEING SERVED</b>
<b>VENUES/SPACES</b>			
<b>VENUE - HSC</b>			
Hendrix / Conference Room 212	per event	\$ 150.00	Non-University
Hendrix / Jacks Ballroom A or B	per event	\$ 300.00	Non-University
Hendrix / Jacks Ballrooms A and B	per event	\$ 600.00	Non-University
Hendrix / McKissick Theater	per event	\$ 300.00	Non-University
Hendrix / McKissick Theater Registration Space	per event	\$ 50.00	Non-University
Hendrix / Media Conference Room (3rd floor)	per event	\$ 100.00	Non-University
Hendrix / Meeting Rooms A and B	per event	\$ 300.00	Non-University
Hendrix / Meeting Rooms A or B	per event	\$ 150.00	Non-University
Hendrix / Peebles Room	per event	\$ 150.00	Non-University
Hendrix / 2nd Level Registration Space	per event	\$ 50.00	Non-University
Hendrix Atrium Space (6 spaces total)	each	\$ 50.00	Non-University
<b>VENUE - UNION</b>			
Union / Loggia Space (4 spaces total)	each	\$ 50.00	Non-University
Union / Palmetto Ballroom	per event	\$ 300.00	Non-University
Union / SOC Room	per event	\$ 100.00	Non-University
Union / Student Senate Chambers	per event	\$ 300.00	Non-University



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Union / Studio A	per event	\$ 100.00	Non-University
Union / Crescent Room	per event	\$ 100.00	Non-University
<b>VENUE - Memorial Auditorium</b>			
Memorial Auditorium (at Tillman Hall)	per event	\$ 700.00	Non-University
Memorial Auditorium (at Tillman Hall)	per event	\$ 150.00	Registered Student Orgs
Memorial Auditorium (at Tillman Hall)	per event	\$ 150.00	Non Academic University Department
Memorial Auditorium-Rain Location	per event	\$ 700.00	Non-University
Memorial Auditorium-Rain Location	per event	\$ 150.00	Registered Student Orgs
Memorial Auditorium-Rain Location	per event	\$ 150.00	Non Academic University Department
<b>VENUE - Outdoor</b>			
Amphitheater	per event	\$ 150.00	Non Academic University Department
Amphitheater	per event	\$ 250.00	Non-University
Carillon Gardens	per event	\$ 100.00	Non Academic University Department
Carillon Gardens	per event	\$ 200.00	Non-University
Hendrix Lawn/Breezeway Plaza/Lawn Plaza (Package)	per event	\$ 75.00	Non Academic University Department
Hendrix Lawn/Breezeway Plaza/Lawn Plaza (Package)	per event	\$ 125.00	Non-University
Hendrix / Breezeway (4 spaces total)	each	\$ 50.00	Non Academic University Department



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Hendrix / Breezeway (4 spaces total)	each	\$ 100.00	Non-University
Military Heritage Plaza	per event	\$ 75.00	Non Academic University Department
Military Heritage Plaza	per event	\$ 125.00	Non-University
North Green	per event	\$ 75.00	Non Academic University Department
North Green	per event	\$ 125.00	Non-University
President's Rotunda	per event	\$ 75.00	Non Academic University Department
President's Rotunda	per event	\$ 125.00	Non-University
Scroll of Honor	per event	\$ 75.00	Non Academic University Department
Scroll of Honor	per event	\$ 125.00	Non-University
Union / Courtyard	per event	\$ 25.00	Non Academic University Department
Union / Courtyard	per event	\$ 100.00	Non-University
Union / Cox Plaza (2 spaces total)	each	\$ 50.00	Non Academic University Department
Union / Cox Plaza (2 spaces total)	each	\$ 150.00	Non-University
Union / Plaza	per event	\$ 25.00	Non Academic University Department
Union / Plaza	per event	\$ 100.00	Non-University
<b>VENUE EVENT OPTIONS - Barnes Center</b>			
2 Hour Minimum	per 2 hours	\$ 60.00	Registered Student Orgs
2 Hour Minimum	per 2 hours	\$ 100.00	University Department



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2 Hour Minimum	per 2 hours	\$ 200.00	Non-University
Each Additional Hour	per event	\$ 30.00	Registered Student Orgs
Each Additional Hour	per event	\$ 50.00	University Department
Each Additional Hour	per event	\$ 100.00	Non-University
Football Tailgates 6 hours max	per event	\$ 1,200.00	Registered Student Orgs
Football Tailgates 6 hours max	per event	\$ 1,500.00	University Department
Football Tailgates 6 hours max	per event	\$ 2,000.00	Non-University
<b>VENUE EVENT OPTIONS - Cadden Chapel</b>			
2 Hour Minimum	per 2 hours	\$ 60.00	Registered Student Orgs
2 Hour Minimum	per 2 hours	\$ 100.00	University Department
2 Hour Minimum	per 2 hours	\$ 200.00	Non-University
Each Additional Hour	per day	\$ 30.00	Registered Student Orgs
Each Additional Hour	per day	\$ 50.00	University Department
Each Additional Hour	per day	\$ 100.00	Non-University
Weddings - 5 hours max	per day	\$ 1,200.00	All Groups
Full Funeral - 5 hours max	per day	\$ 1,200.00	All Groups
Rain Location	per day	\$ 150.00	All Groups



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<b>FURNITURE/EQUIPMENT</b>			
<b>FURNITURE/EQUIPMENT - All Spaces</b>			
Bike Rack - Metal	each	\$ 20.00	All Groups
Bike Rack - Plastic	each	\$ 17.00	All Groups
Chairs / in house	working up to 3 days w/ no st	\$ 1.25	All Groups
Chair Replacement	each	\$ 50.00	All Groups
Clear Com Headset	each	\$ 15.00	All Groups
Dry Erase/Flip Chart Stand	each	\$ 10.00	All Groups
DVD/Bluray	each	\$ 10.00	All Groups
Easel - in house	each	\$ 5.00	All Groups
Flip Chart Pad	each	\$ 25.00	All Groups
Generator - In House	each	\$ 100.00	All Groups
House Sound - 2 Inputs	per event	\$ 75.00	All Groups
House Sound - 2 Inputs - 2nd Use	per event	\$ 50.00	All Groups
Keyboard In House	each	\$ 55.00	All Groups
Late Cancellation	per event	\$ 30.00	All Groups
LCD Projector/Screen - Indoor	each	\$ 50.00	All Groups
LCD Projector/Screen - Indoor - 2nd Use	each	\$ 25.00	All Groups
Light Trees - In house	per pair	\$ 100.00	All Groups



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No Show Fee	per event	\$ 50.00	All Groups
Phone Line Use (includes phone)	per event	\$ 40.00	All Groups
Pipe and Drape	per section	\$ 25.00	All Groups
Podium - In House	each	\$ 25.00	All Groups
Basic Portable Sound System	per event	\$ 100.00	All Groups
Select Portable Sound System	per event	\$ 150.00	All Groups
Premium Portable Sound System	per event	\$ 200.00	All Groups
Portable Projection Screen - Indoor Small	each	\$ 20.00	All Groups
Portable Projection Screen-Indoor Large	each	\$ 40.00	All Groups
Portable LCD Projector	each	\$ 30.00	All Groups
Radios	each	\$ 20.00	All Groups
Rain Location Hold Fee	per event	\$ 50.00	All Groups
Sign Stands 11x17	each	\$ 10.00	All Groups
Speaker Monitors - In House	each	\$ 25.00	All Groups
Spider Box	each	\$ 50.00	All Groups
Staging (4'x8' stage deck)	each	\$ 40.00	All Groups
Stanchions	per pair	\$ 10.00	All Groups
Tables In House - 6 foot Regular	booking up to 3 days w/ no st	\$ 8.00	All Groups
Tables In House - 8 foot Regular	booking up to 3 days w/ no st	\$ 10.00	All Groups



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Tables In House - Round	booking up to 3 days w/ no st	\$ 10.00	All Groups
Tables In House - 6 foot Seminar	booking up to 3 days w/ no st	\$ 8.00	All Groups
Tables In House - 8 foot Seminar	booking up to 3 days w/ no st	\$ 8.00	All Groups
Tables / replacement	each	\$ 180.00	All Groups
Table Top Podium	each	\$ 25.00	All Groups
Transport Fees (On Campus)	per event	\$ 25.00	All Groups
Trash Cans - In House/On Campus	each	\$ 8.00	All Groups
TV Monitor	each	\$ 30.00	All Groups
Uplighting - Indoor (1-4)	per event	\$ 40.00	All Groups
Uplighting - Indoor (5-8)	per event	\$ 60.00	All Groups
Uplighting - Indoor (9-12)	per event	\$ 80.00	All Groups
Uplighting - Outdoor (1-4)	per event	\$ 60.00	All Groups
Uplighting - Outdoor (5-8)	per event	\$ 80.00	All Groups
Uplighting - Outdoor (9-12)	per event	\$ 100.00	All Groups
Virtual Tech Package	per event	\$ 150.00	All Groups
Virtual Tech Package - 2nd Use	per event	\$ 100.00	All Groups
<b>FURNITURE/EQUIPMENT - Barnes Center</b>			
Late Cancellation Fee	per event	\$ 75.00	All Groups



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No Show Fee	per event	\$ 100.00	All Groups
Party Lights	per event	\$ 40.00	All Groups
Basic Portable Sound System	per event	\$ 100.00	All Groups
Select Portable Sound System	per event	\$ 200.00	All Groups
Staging (1-3 3x6 and 1-3 3x8)	per section	\$ 20.00	All Groups
Setup Change/Change Over - Minor	per event	\$ 50.00	All Groups
Setup Change/Change Over - Major	per event	\$ 100.00	All Groups
<b>FURNITURE/EQUIPMENT - Memorial Auditorium</b>			
Concert Lights In House	per event	\$ 150.00	All Groups
Concert Sound In House	per event	\$ 200.00	All Groups
House Sound (10 input max)	per event	\$ 100.00	All Groups
House Sound - 2nd use	per event	\$ 50.00	All Groups
Late Cancellation Fee	per event	\$ 75.00	All Groups
LCD Projector/Screen - Indoor	each	\$ 90.00	All Groups
LCD Projector/Screen - Indoor - 2nd Use	each	\$ 45.00	All Groups
No Show Fee	per event	\$ 100.00	All Groups
Spot Light In house	each	\$ 50.00	All Groups
Podium - In House	each	\$ 50.00	Non-University



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<b>LABOR</b>			
After hours Charge - HSC/Union ONLY	two people/per hour	\$ 24.00	All Groups
Box Office - ticketing service	per ticket sold	\$ 1.00	All Groups
Additional Student Staff	per person/per hour	\$ 12.00	Registered Student Organizations
Additional Student Staff	per person/per hour	\$ 12.00	University Departments
Additional Student Staff	per person/per hour	\$ 14.00	Non-University
Minimum Production Staff (1-250) - Memorial Auditorium ONLY	per person/per hour	\$ 12.00	Registered Student Organizations
Minimum Production Staff (251-500) - Memorial Auditorium ONLY	two people/per hour	\$ 24.00	Registered Student Organizations
Minimum Production Staff (501-860) - Memorial Auditorium ONLY	three people/per hour	\$ 36.00	Registered Student Organizations
Minimum Production Staff (1-250) - Memorial Auditorium ONLY	per person/per hour	\$ 12.00	University Departments
Minimum Production Staff (251-500) - Memorial Auditorium ONLY	two people/per hour	\$ 24.00	University Departments
Minimum Production Staff (501-860) - Memorial Auditorium ONLY	three people/per hour	\$ 36.00	University Departments
Minimum Production Staff (1-250) - Memorial Auditorium ONLY	per person/per hour	\$ 14.00	Non-University
Minimum Production Staff (251-500) - Memorial Auditorium ONLY	two people/per hour	\$ 28.00	Non-University
Minimum Production Staff (501-860) - Memorial Auditorium ONLY	three people/per hour	\$ 42.00	Non-University
Professional Event Manager	per person/per hour	\$ 20.00	Registered Student Organizations
Professional Event Manager	per person/per hour	\$ 20.00	University Departments
Professional Event Manager	per person/per hour	\$ 25.00	Non-University



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Student Event Manager	per person/per hour	\$ 16.00	Registered Student Organizations
Student Event Manager	per person/per hour	\$ 16.00	University Departments
Student Event Manager	per person/per hour	\$ 18.00	Non-University