



BILLING RATES - FY 23/24

DEPARTMENT NAME :
Campus Reservations & Events: Combined

VICE-PRESIDENT AREA :
Student Affairs

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 23/24 RATE	CUSTOMERS BEING SERVED
VENUES/SPACES			
VENUE - HSC			
Hendrix / Conference Room 212	per day	\$150.00	Non-University
Hendrix / Jacks Ballroom A or B	per day	\$300.00	Non-University
Hendrix / Jacks Ballrooms A and B	per day	\$600.00	Non-University
Hendrix / McKissick Theater	per day	\$300.00	Non-University
Hendrix / Media Conference Room (3rd floor)	per day	\$100.00	Non-University
Hendrix / Meeting Rooms A and B	per day	\$300.00	Non-University
Hendrix / Meeting Rooms A or B	per day	\$150.00	Non-University
Hendrix / Peebles Room	per day	\$150.00	Non-University
Hendrix / 2nd Level Balcony	per day	\$50.00	Non-University
Hendrix Atrium Space (6 spaces total)	each per day	\$50.00	Non-University
Rain Location Fee	each per day	\$50.00	Non-University

VENUE - Memorial Auditorium



BILLING RATES - FY 23/24

DEPARTMENT NAME :
Campus Reservations & Events: Combined

VICE-PRESIDENT AREA :
Student Affairs

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 23/24 RATE	CUSTOMERS BEING SERVED
Memorial Auditorium (at Tillman Hall)	Per day	\$700.00	Non-University
Memorial Auditorium (at Tillman Hall)	Per day	\$150.00	Registered Student Orgs
Memorial Auditorium (at Tillman Hall)	Per day	\$150.00	Non Academic University Department
Memorial Auditorium-Rain Location	Per day	\$700.00	Non-University
Memorial Auditorium-Rain Location	Per day	\$150.00	Registered Student Orgs
Memorial Auditorium-Rain Location	Per day	\$150.00	Non Academic University Department
VENUE - Outdoor			
Amphitheater	per day	\$150.00	Non Academic University Department
Amphitheater	per day	\$300.00	Non-University
Carillon Gardens	per day	\$100.00	Non Academic University Department
Carillon Gardens	per day	\$240.00	Non-University
Hendrix Lawn/Breezeway Plaza/Lawn Plaza (Package)	each per day	\$75.00	Non Academic University Department
Hendrix Lawn/Breezeway Plaza/Lawn Plaza (Package)	each per day	\$150.00	Non-University
Hendrix / Breezeway (4 tabling spaces total)	each per day	\$50.00	Non Academic University Department



BILLING RATES - FY 23/24

DEPARTMENT NAME :
Campus Reservations & Events: Combined

VICE-PRESIDENT AREA :
Student Affairs

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 23/24 RATE	CUSTOMERS BEING SERVED
Hendrix / Breezeway (4 tabling spaces total)	each per day	\$120.00	Non-University
Hendrix Lawn	per day	\$25.00	Non Academic University Department
Hendrix Lawn	per day	\$50.00	Non-University
Breezeway Plaza	per day	\$25.00	Non Academic University Department
Breezeway Plaza	per day	\$50.00	Non-University
Lawn Plaza	per day	\$25.00	Non Academic University Department
Lawn Plaza	per day	\$50.00	Non-University
Military Heritage Plaza	per day	\$75.00	Non Academic University Department
Military Heritage Plaza	per day	\$150.00	Non-University
North Green	per day	\$75.00	Non Academic University Department
North Green	per day	\$150.00	Non-University
President's Rotunda	per day	\$75.00	Non Academic University Department
President's Rotunda	per day	\$150.00	Non-University
NEW South Campus Green	per day	\$150.00	Non Academic University Department
NEW South Campus Green	per day	\$300.00	Non-University



BILLING RATES - FY 23/24

DEPARTMENT NAME :
Campus Reservations & Events: Combined

VICE-PRESIDENT AREA :
Student Affairs

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 23/24 RATE	CUSTOMERS BEING SERVED
Scroll of Honor	per day	\$75.00	Non Academic University Department
Scroll of Honor	per day	\$150.00	Non-University
Union / Cox Plaza (2 spaces total)	each per day	\$50.00	Non Academic University Department
Union / Cox Plaza (2 spaces total)	each per day	\$180.00	Non-University
VENUE EVENT OPTIONS - Barnes Center			
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
Football Tailgates - 6 hours max	per day	\$1,200.00	Registered Student Orgs
Football Tailgates - 6 hours max	per day	\$1,500.00	University Department
Football Tailgates - 6 hours max	per day	\$2,000.00	Non-University



BILLING RATES - FY 23/24

DEPARTMENT NAME :
Campus Reservations & Events: Combined

VICE-PRESIDENT AREA :
Student Affairs

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 23/24 RATE	CUSTOMERS BEING SERVED
Rain Location - 2 Hour Minimum	per 2 hours	\$60.00	Registered Student Orgs
Rain Location - 2 Hour Minimum	per 2 hours	\$100.00	University Department
Rain Location - 2 Hour Minimum	per 2 hours	\$200.00	Non-University
VENUE EVENT OPTIONS - Cadden Chapel			
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 - ceremony and rehearsal	per event	\$1,800.00	All Groups
Full Funeral	per event	\$1,200.00	All Groups
Rain Location - 2 Hour Minimum	per 2 hours	\$60.00	Registered Student Orgs
Rain Location - 2 Hour Minimum	per 2 hours	\$100.00	University Department



BILLING RATES - FY 23/24

DEPARTMENT NAME :
Campus Reservations & Events: Combined

VICE-PRESIDENT AREA :
Student Affairs

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 23/24 RATE	CUSTOMERS BEING SERVED
Rain Location - 2 Hour Minimum	per 2 hours	\$200.00	Non-University
Cancellation Fees			
Late Cancellation Fee-Barnes/Memorial/Chapel	each per day	\$75.00	All Groups
Late Cancellation Fee-HSC/Union/Outdoor/Brackett	each per day	\$30.00	All Groups
No Show Fee-Barnes/Memorial/Chapel	each per day	\$100.00	All Groups
No Show Fee-HSC/Union/Outdoor/Brackett	each per day	\$50.00	All Groups
FURNITURE/EQUIPMENT			
FURNITURE/EQUIPMENT - All Spaces			
Bike Rack - Metal	each per day	\$20.00	All Groups
Bike Rack - Plastic	each per day	\$17.00	All Groups
Chairs / in house	each/ per booking up to 3 days w/ no setup changes	\$1.25	All Groups
Chair Replacement	each	\$50.00	All Groups
Clear Com Headset	each per day	\$15.00	All Groups



BILLING RATES - FY 23/24

DEPARTMENT NAME :
Campus Reservations & Events: Combined

VICE-PRESIDENT AREA :
Student Affairs

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 23/24 RATE	CUSTOMERS BEING SERVED
Dry Erase/Flip Chart Stand	each per day	\$10.00	All Groups
DVD/Bluray	each per day	\$10.00	All Groups
Easel - in house	each per day	\$5.00	All Groups
Flip Chart Pad	each per day	\$25.00	All Groups
House Sound - 2 Inputs	each per day	\$75.00	All Groups
House Sound - 2 Inputs - 2nd Use	each per day	\$50.00	All Groups
Keyboard In House	each per day	\$55.00	All Groups
LCD Projector/Screen - Indoor	each per day	\$50.00	All Groups
LCD Projector/Screen - Indoor - 2nd Use	each per day	\$25.00	All Groups
Portable Light Trees - In house	each per day/per pair	\$100.00	All Groups
Portable Work Lights - In house	each per event	\$20.00	All Groups
Phone Line Use (includes phone)	each per day	40	All Groups
Pipe and Drape	per section per event w/ no setup changes	25	All Groups
Podium - In House	each per day	25	All Groups
Basic Portable Sound System-Bluetooth (wireless/music only)	each per day	50	All Groups



BILLING RATES - FY 23/24

DEPARTMENT NAME :
Campus Reservations & Events: Combined

VICE-PRESIDENT AREA :
Student Affairs

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 23/24 RATE	CUSTOMERS BEING SERVED
Basic Portable Sound System	each per day	100	All Groups
Select Portable Sound System	each per day	150	All Groups
Premium Portable Sound System	each per day	200	All Groups
Portable Projection Screen - Indoor Small	each per day	20	All Groups
Portable Projection Screen-Indoor Large	each per day	40	All Groups
Portable LCD Projector	each per day	30	All Groups
Radios	each per event	20	All Groups
Rain Location Hold Fee	each per day	50	All Groups
Sign Stands 11x17	each per day	10	All Groups
Speaker Monitors - In House	each per day	25	All Groups
Spider Box	each per event	50	All Groups
Staging (4'x8' stage deck)	each per day	40	All Groups
Staging (4'x8' stage deck)-2nd use	each per day w/ no setup changes	20	All Groups
Stanchions	each per day	10	All Groups
Tables In House - 6 foot Regular	each/ per booking up to 3 days w/ no setup changes	8	All Groups



BILLING RATES - FY 23/24

DEPARTMENT NAME :
Campus Reservations & Events: Combined

VICE-PRESIDENT AREA :
Student Affairs

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 23/24 RATE	CUSTOMERS BEING SERVED
Tables In House - 8 foot Regular	each/ per booking up to 3 days w/ no setup changes	10	All Groups
Tables In House - Cocktail	each/ per booking up to 3 days w/ no setup changes	8	All Groups
Tables In House - Round	each/ per booking up to 3 days w/ no setup changes	10	All Groups
Tables In House - 6 foot Seminar	each/ per booking up to 3 days w/ no setup changes	8	All Groups
Tables In House - 8 foot Seminar	each/ per booking up to 3 days w/ no setup changes	8	All Groups
Tables / replacement	each	180	All Groups
Table Top Podium	each per day	25	All Groups
Transport Fees (On Campus)	per day	\$25.00	All Groups
Trash Cans - In House/On Campus	each per day	\$8.00	All Groups
TV Monitor	each per day	\$30.00	All Groups
Uplighting - Indoor (1-4)	each per event w/ no setup changes	\$40.00	All Groups
Uplighting - Indoor (5-8)	each per event w/ no setup changes	\$60.00	All Groups
Uplighting - Indoor (9-12)	each per event w/ no setup changes	\$80.00	All Groups
Uplighting - Outdoor (1-4)	each per event w/ no setup changes	\$60.00	All Groups



BILLING RATES - FY 23/24

DEPARTMENT NAME :
Campus Reservations & Events: Combined

VICE-PRESIDENT AREA :
Student Affairs

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 23/24 RATE	CUSTOMERS BEING SERVED
Uplighting - Outdoor (5-8)	each per event w/ no setup changes	\$80.00	All Groups
Uplighting - Outdoor (9-12)	each per event w/ no setup changes	\$100.00	All Groups
Virtual Tech Package A	per day	\$150.00	All Groups
Virtual Tech Package - 2nd Use	per day	\$100.00	All Groups
Virtual Tech Package - B (Camera & Mic)	per day	\$30.00	All Groups
FURNITURE/EQUIPMENT - Barnes Center			
Additional Bistro Tables	each per day	\$8.00	All Groups
Party Lights	per day	\$40.00	All Groups
Basic Portable Sound System	per day	\$100.00	All Groups
Select Portable Sound System	per day	\$200.00	All Groups
Staging (1-3 3x6 and 1-3 3x8)	each per day	\$20.00	All Groups
Staging (1-3 3x6 and 1-3 3x8) 2nd Use	each per day w/ no setup changes	10	All Groups
Setup Change/Change Over - Minor	per day	50	All Groups
Setup Change/Change Over - Major	per day	100	All Groups



BILLING RATES - FY 23/24

DEPARTMENT NAME :
Campus Reservations & Events: Combined

VICE-PRESIDENT AREA :
Student Affairs

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 23/24 RATE	CUSTOMERS BEING SERVED
Virtual Tech Package - B (Camera & Mic)	per day	30	All Groups
FURNITURE/EQUIPMENT - Memorial Auditorium			
Concert Lights In House	per day	150	All Groups
Concert Sound In House	per day	200	All Groups
House Sound (10 input max)	per day	100	All Groups
House Sound - 2nd use	per day	50	All Groups
LCD Projector/Screen - Indoor	per day	90	All Groups
LCD Projector/Screen - Indoor - 2nd Use	per day	45	All Groups
Spot Light In house	each per day	50	All Groups
Podium - In House	each per day	50	Non-University
Virtual Tech Package - A	per day	220	All Groups
Virtual Tech Package - 2nd Use	per day	125	All Groups
Virtual Tech Package - B (Camera & Mic)	per day	30	All Groups



BILLING RATES - FY 23/24

DEPARTMENT NAME :
Campus Reservations & Events: Combined

VICE-PRESIDENT AREA :
Student Affairs

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 23/24 RATE	CUSTOMERS BEING SERVED
LABOR			
After hours Charge - HSC/Union ONLY	two people/per hour	24	All Groups
Box Office - ticketing service	per ticket sold	1	All Groups
Additional Student Staff	per person/per hour	12	Registered Student Organizations
Additional Student Staff	22-470473 Habitat	12	University Departments
Additional Student Staff	per person/per hour	14	Non-University
Minimum Production Staff (1-250) - Memorial Auditorium ONLY	per person/per hour	12	Registered Student Organizations
Minimum Production Staff (251-500) - Memorial Auditorium ONLY	two people/per hour	24	Registered Student Organizations
Minimum Production Staff (501-860) - Memorial Auditorium ONLY	three people/per hour	36	Registered Student Organizations
Minimum Production Staff (1-250) - Memorial Auditorium ONLY	per person/per hour	12	University Departments
Minimum Production Staff (251-500) - Memorial Auditorium ONLY	two people/per hour	24	University Departments
Minimum Production Staff (501-860) - Memorial Auditorium ONLY	three people/per hour	36	University Departments
Minimum Production Staff (1-250) - Memorial Auditorium ONLY	per person/per hour	14	Non-University
Minimum Production Staff (251-500) - Memorial Auditorium ONLY	two people/per hour	28	Non-University
Minimum Production Staff (501-860) - Memorial Auditorium ONLY	three people/per hour	42	Non-University



BILLING RATES - FY 23/24

DEPARTMENT NAME :
Campus Reservations & Events: Combined

VICE-PRESIDENT AREA :
Student Affairs

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 23/24 RATE	CUSTOMERS BEING SERVED
Professional Event Manager	per person/per hour	20	Registered Student Organizations
Professional Event Manager	per person/per hour	20	University Departments
Professional Event Manager	per person/per hour	25	Non-University
Student Event Manager	per person/per hour	16	Registered Student Organizations
Student Event Manager	per person/per hour	16	University Departments
Student Event Manager	per person/per hour	18	Non-University