



## BILLING RATES - FY 25/26

DEPARTMENT NAME :  
**Campus Reservations and Events**

VICE-PRESIDENT AREA :  
**Student Affairs**

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 25/26 RATE	CUSTOMERS BEING SERVED
<b>VENUE SPECIFIC RATES</b>			
<b>VENUE - Hendrix Student Center</b>			
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 (2 spaces total)	per space per day	\$100.00	Non-University
Hendrix Atrium Space (6 spaces total)	per space per day	\$100.00	Non-University
Hendrix Atrium - Full Atrium	per day	\$800.00	Non-University
House Sound - 2 Inputs	each per day	\$75.00	All Groups



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House Sound - 2 Inputs - (Recurring Use)	each subsequent use per day/per semester	\$50.00	All Groups
Virtual Tech Package A	per day	\$150.00	All Groups
Virtual Tech Package - A (Recurring Use)	each subsequent use per day/per semester	\$100.00	All Groups
Virtual Tech Package - B (Camera & Mic)	per day	\$30.00	All Groups
TV Monitor	each per day	\$30.00	All Groups
<b>VENUE - Outdoor</b>			
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)	per day	\$100.00	Non Academic University Department
Hendrix Lawn/Breezeway Plaza/Lawn Plaza (Package)	per day	\$200.00	Non-University
Hendrix / Breezeway (4 tabling spaces total)	per space per day	\$50.00	Non Academic University Department



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Hendrix / Breezeway (4 tabling spaces total)	per space per day	\$100.00	Non-University
Hendrix Lawn	per day	\$50.00	Non Academic University Department
Hendrix Lawn	per day	\$100.00	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
South Campus Green	per day	\$150.00	Non Academic University Department



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South Campus Green	per day	\$300.00	Non-University
Scroll of Honor	per day	\$75.00	Non Academic University Department
Scroll of Honor	per day	\$150.00	Non-University
Cox Plaza (2 spaces total)	per space per day	\$50.00	Non Academic University Department
Cox Plaza (2 spaces total)	per space per day	\$100.00	Non-University
<b>VENUE - Barnes Center</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
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



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Rain Location - 2 Hour Minimum	per 2 hours		Registered Student Orgs
Rain Location - 2 Hour Minimum	per 2 hours		University Department
Rain Location - 2 Hour Minimum	per 2 hours		Non-University
Additional Bistro Tables	each per day	\$8.00	All Groups
Party Lights	per day	\$25.00	All Groups
Staging	per panel per day	\$20.00	All Groups
Staging - Recurring Use	per panel per day w/ no setup changes	\$10.00	All Groups
Setup Change/Change Over - Minor	per day	\$50.00	All Groups
Setup Change/Change Over - Major	per day	\$100.00	All Groups
Virtual Tech Package - B (Camera & Mic)	per day	\$30.00	All Groups
<b>VENUE - 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



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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
Piano Rental	Per event	\$50.00	Registered Student Orgs
Piano Rental	Per event	\$80.00	University Department
Piano Rental	Per event	\$100.00	Non-University
Tours	each	\$50.00	All Groups
<b>VENUE - Memorial Auditorium</b>			
Memorial Auditorium (at Tillman Hall)	Per day	\$900.00	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
Concert Sound In House	per day	\$200.00	All Groups
House Sound (10 input max)	per day	\$100.00	All Groups
House Sound - Recurring Use	per day	\$50.00	All Groups



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DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 25/26 RATE	CUSTOMERS BEING SERVED
LCD Projector/Screen - Indoor	per day	\$90.00	All Groups
LCD Projector/Screen - Indoor - Recurring Use	per day	\$45.00	All Groups
Spot Light In house	each per day	\$50.00	All Groups
Podium - In House	each per day	\$50.00	Non-University
Virtual Tech Package - A	per day	\$220.00	All Groups
Virtual Tech Package - A (Recurring Use)	each subsequent use per day	\$125.00	All Groups
Virtual Tech Package - B (Camera & Mic)	per day	\$30.00	All Groups
<b>FURNITURE/EQUIPMENT - All Spaces</b>			
Additional Microphones	each per day	\$20.00	All Groups
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
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	\$8.00	All Groups



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Flip Chart Pad	each per day	\$25.00	All Groups
Laptop	each per day	\$25.00	All Groups
LCD Projector/Screen - Indoor	each per day	\$50.00	All Groups
LCD Projector/Screen - Indoor - Recurring Use	each subsequent use per day/per semester	\$25.00	All Groups
Phone Line Use (includes phone)	each per day	\$40.00	All Groups
Pipe and Drape	per section per event w/ no setup changes	\$25.00	All Groups
Podium - In House	each per day	\$25.00	All Groups
Portable Tent-In house	each per day	\$50.00	All Groups
Portable Light Trees - In house	per day/per pair	\$100.00	All Groups
Portable Work Lights - In house	each per event	\$20.00	All Groups
Portable Speaker and Stand (no mic)	each per day	\$70.00	All Groups
Portable Sound System - Basic	each per day	\$100.00	All Groups
Portable Sound System - Select	each per day	\$200.00	All Groups
Portable Sound System - Premium	each per day	\$250.00	All Groups
Portable Projection Screen - Indoor Small	each per day	\$20.00	All Groups





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Portable LCD Projector	each per day	\$30.00	All Groups
Sign Stands 11x17	each per day	\$10.00	All Groups
Soundboard	each per day	\$50.00	All Groups
Speaker Monitors - In House	each per day	\$25.00	All Groups
Spider Box	each per event	\$50.00	All Groups
Staging (minimum 2 panels)	per panel per day	\$40.00	All Groups
Staging - Recurring Use	per panel per day w/ no setup changes	\$20.00	All Groups
Stanchions	per day/per pair	\$10.00	All Groups
Tables In House - 6 foot Regular	each/ per booking up to 3 days w/ no setup changes	\$8.00	All Groups
Tables In House - 8 foot Regular	each/ per booking up to 3 days w/ no setup changes	\$10.00	All Groups
Tables In House - Cocktail	each/ per booking up to 3 days w/ no setup changes	\$8.00	All Groups
Tables In House - Round	each/ per booking up to 3 days w/ no setup changes	\$10.00	All Groups
Tables In House - 6 foot Seminar	each/ per booking up to 3 days w/ no setup changes	\$8.00	All Groups
Tables In House - 8 foot Seminar	each/ per booking up to 3 days w/ no setup changes	\$8.00	All Groups
Table Top Podium	each per day	\$25.00	All Groups



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Transport Fees (On Campus)	per day	\$25.00	All Groups
Trash Cans - In House/On Campus	each per day	\$8.00	All Groups
Uplighting - Indoor (1-4)	each per event w/ no setup changes	\$40.00	All Groups
Uplighting - Indoor (5-10)	each per event w/ no setup changes	\$60.00	All Groups
Uplighting - Outdoor (1-4)	each per event w/ no setup changes	\$60.00	All Groups
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
Walk Thru Metal Detector-In house	each per event	\$150.00	All Groups
<b>LABOR</b>			
Student Staff	per person/per hour	\$16.00	Registered Student Organizations
Student Staff	per person/per hour	\$16.00	University Departments
Student Staff	per person/per hour	\$18.00	Non-University
Professional Event Manager	per person/per hour	\$22.00	Registered Student Organizations
Professional Event Manager	per person/per hour	\$22.00	University Departments
Professional Event Manager	per person/per hour	\$25.00	Non-University



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Student Event Manager	per person/per hour	\$18.00	Registered Student Organizations
Student Event Manager	per person/per hour	\$18.00	University Departments
Student Event Manager	per person/per hour	\$20.00	Non-University
<b>ADMINISTRATIVE FEES</b>			
Late Cancellation Fee-Barnes/Memorial/Chapel	each space per day	\$75.00	All Groups
Late Cancellation Fee-HSC/Outdoor/Academic Space	each space per day	\$30.00	All Groups
No Show Fee-Barnes/Memorial/Chapel	each space per day	\$100.00	All Groups
No Show Fee-HSC/Outdoor/Academic Space	each space per day	\$50.00	All Groups
Space Hold Fee	each space per day	\$50.00	All Groups
Damages Fee	each per day	\$100.00	All Groups
Replacement - Small A/V Device	each per day	\$20.00	All Groups
CRE Equipment Replacement	each	Variable	All Groups
Commissions	20% of gross sales	Variable	Non-University