

Student Rates

Meeting Rooms

Effective September 15, 2014

Campus Rate

For events & meetings intended solely for the campus community with no admission, donations, registration fees, or sales.

Standard Rate

All other events or meetings

Small Meeting Rooms

10 - 25 persons

First 2 Hours (minimum charge)	\$ 10.50	\$16.50
Each Additional Hour	\$ 5.25	\$ 8.25
Cleaning/Maintenance Fee	\$18.00	\$28.00
Custom Set Fee	\$17.00	\$22.00

Medium Meeting Rooms

25 - 70 persons

First 2 Hours (minimum charge)	\$12.50	\$25.00
Each Additional Hour	\$ 6.25	\$12.50
Cleaning/Maintenance Fee	\$23.00	\$34.00
Custom Set Fee	\$22.00	\$27.00

Large Meeting Rooms

70 - 165 persons

First 2 Hours (minimum charge)	\$18.00	\$34.00
Each Additional Hour	\$ 9.00	\$17.00
Cleaning/Maintenance Fee	\$28.00	\$39.50
Custom Set Fee	\$27.00	\$32.00

Audio Visuals

Rental rate includes built in projector & screen or smart board and built in PA with 2 wired mics (only available in medium and large rooms) . All mics must be requested in advance.

Cleaning/Maintenance Fee

Charged when food or beverage is served. Please notify us at the time of making your reservation. No linens provided. Please contact your caterer for this item.

Custom Set Fees

Charged for any set other than the standard set already in the room. Please contact this office for more information.

Free Use Policy

Registered Student Organizations are eligible for one meeting of two hours or less per week in small and mid-size meeting rooms only. Requests must be received at least two full working days in advance of your meeting date. Cleaning/Maintenance fees apply for all events with food.

Security

The HUB reserves the right to assess a refundable damage deposit and require University Police for event security or other personnel.

Terms of Payment

Authorization of budget use or payment must be received 8 days in advance of the event date. For additional information, please see your confirmation.