

Department Rates

Meeting Rooms

Campus Rate Plan

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

Standard Rate Plan

All other events or meetings

Small Meeting Rooms

10 - 25 persons

First 2 Hours (minimum charge)	\$29.50	\$48.50
Each Additional Hour	\$14.75	\$24.25
Cleaning/Maintenance Fee	\$28.50	\$35.00
Custom Set Fee	\$22.00	\$27.50

Medium Meeting Rooms

25 - 70 persons

First 2 Hours (minimum charge)	\$40.00	\$69.50
Each Additional Hour	\$20.00	\$34.75
Cleaning/Maintenance Fee	\$35.00	\$40.00
Custom Set Fee	\$27.50	\$33.00

Large Meeting Rooms

70 - 165 persons

First 2 Hours (minimum charge)	\$69.50	\$126.00
Each Additional Hour	\$34.75	\$ 63.00
Cleaning/Maintenance Fee	\$40.00	\$ 45.50
Custom Set Fee	\$33.00	\$ 38.00

Audio Visuals

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

Custom Set Fees

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

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.

Free Use Policy

Departments are eligible for one free meeting of 2 hours or less per week in small meeting rooms or 50% discount on mid-size rooms in standard set only. Requests must be received at least 2 full working days in advance. Fees apply for food service.

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.