

Event Fees

A 30-day cancellation notice is required for large meeting rooms (Legacy, Alumni, Laird). A \$50 fee will be charged to groups for less than a 30-day cancellation notice.

	A	B <5 hrs;>5hrs	C <5 hrs;>5hrs	D <5 hrs;>5hrs
Full Laird	None	\$80;\$160	\$160;\$320	\$215;\$245
Laird A or B	None	\$30;\$65	\$60;\$130	\$90;\$175
Laird C,D, or E	None	\$25;\$25	\$25;\$25	\$25;\$25
Alumni	None	\$45;\$87.50	\$90;\$175	\$120;\$235
Legacy	None	\$30;\$60	\$60;\$120	\$80;\$155
Encore	None	\$30;\$60	\$60;\$120	\$80;\$155
Theater	None	\$30;\$60	\$60;\$120	\$80;\$155
223, 235	None	\$25;\$25	\$25;\$25	\$25;\$30
374, 378	None	\$25;\$25	\$25;\$35	\$25;\$45
211, 236. 376	None	\$25;\$25	\$25;\$25	\$25;\$25

Attendance	Fee
100<	\$25
100-200	\$50
200-300	\$75
300-400	\$100
400>	TBD

Category	Set Up Fees	Facility Use Fees
A1	\$0	\$0
A2	Min \$25, Per Room	\$0
A3	Min \$25, Per Room	\$0
B	25% Discount, minimum \$50	50% Discount at Category C
C&D	100% Fees	100% Fees

- Rate charges apply per day during normal operating hours. Rates do not include use of specialized technical equipment.
- Requests for events held on a weekend during academic break periods require a request 4 week prior to the event. A building opening fee for events held during closed periods of \$50/hour up to 8 hours will be charged to all categories.
- Extended hours of operations charge at \$25 per hour.
- Rearranged setup charges will be applied as Small meeting rooms: A&B \$25 C&D \$50
- Large meeting rooms: B MIN. \$25 C&D, Theater: \$0.50 per person, Table: \$1 per person, Stage: \$25 additional
- Category A client if you do not need a special set up, you have no fee for the room.

