



210 Hendrix Student Center Office: 864-656-4636
Fax: 864-656-6119 Email: reserve@clemson.edu

To be completed by Reservation Staff:	
Request #:	_____
Date:	_____
Received by:	_____
Routed to (EPIC):	_____
_____	Signature _____ Diagram/Map _____
_____	Deposit \$ _____
_____	Confirmation Date: _____
_____	Mobile/Union _____ HSC _____

Facility and Event Reservation Request Form Non Affiliated Customers

Customer Information

***Indicates required fields**

- *Event Date(s) MM/DD/YY: _____
- *Event Name: _____
- *Start Time: _____ (AM/PM) *Earliest Access Time: _____ (AM/PM)
- *End Time: _____ (AM/PM) *Latest Access Time: _____ (AM/PM)
- *Full Name of Organization: _____
- *Customer Type: CU Non-Auxiliary Department CU Auxiliary Department
 Non-Affiliated Customer
- *Event Contact Name: _____
- *Event Contact Phone: _____ *Event Contact Email: _____

Please complete the following contact information as applicable

- *Financially Responsible Party: _____
Phone: _____ Email: _____
- Address: _____
- City: _____ State: _____ Zip Code: _____
- Department Head: _____
Phone: _____ Email: _____

If you are collaborating with a CU or Non-CU organization or entity, please list the organization representative here:

*Estimated Attendance: _____

*Attendance Includes: (check all that apply) CU Students CU Faculty/Staff Other

*Scope/Summary of the Event: (event type, purpose, intended audience, etc.)

PRE-SET ROOMS/SPACES

Use this box ONLY if your event does not require any set up or equipment beyond what is listed below:

Please note that room confirmations will be based on availability and your prompt submission of all required items. Please read the "Reservation and Usage Policy" for more information about booking. **Pre-set space requests** require a minimum of **48-hours** prior to the event date.

HSC: 212 Conference
(includes 1 table and 14 chairs)

HSC: Media Conference Room
(includes 1 table and 14 chairs)

If a pre-set room is selected in this box, please move to the Event Summary section on page 3.

PREFERRED VENUE

Indicate your preferred venue below. Please note, room confirmations will be based on availability and your prompt submission of all required items. Please read the "**Reservation and Usage Policy**" for more information about booking. All other spaces not listed may be specified below and reviewed **with consent of the authorized designee** for that space.

HENDRIX STUDENT CENTER (HSC) SPACES

HSC Ballroom A
HSC Ballroom B
Durham Hallway
David Peebles
212 Conference Room

HSC Meeting Room A
HSC Meeting Room B
Media Conference Room

HSC Balcony
 McKissick Theater
 HSC Atrium

OUTDOOR AND MOBILE SPACES*

Barnes Center

Barnes Center

Hendrix Outdoor

Hendrix Lawn
Breezeway Plaza
Lawn Plaza
HSC Breezeway

Other Outdoor

Carillon Gardens
Outdoor Theater
President's Rotunda
North Green
South Campus Green
Scroll of Honor**
Bowman Field**

OTHER SPACES (Other areas requiring additional approval)

Name of Requested Space _____

RAIN PLAN

Please check one of the following and fill out the line if applicable.

(Rain locations require non-refundable fees. See **rain location** on Page 6 for associated fees and procedures)

___ Rain Date: _____ Cancel Event

___ Rain Location: (requires non-refundable fees) _____

* Rain dates and/or locations are not required but are recommended. See **rain dates and rain location** on PAGE 6.

** Bowman Field and Scroll of Honor use is restricted meet specific standards. You will be contacted regarding the request.

EQUIPMENT/FURNITURE NEEDS

Set-up Request: Please enter an amount in the box next to the items/equipment you are requesting. A diagram reflecting set-up/layout is required. All equipment must be reserved through Campus Reservations and Events.**

_____ Initial here if NO set-up/equipment is being requested.

Furniture:

- _____ Chairs
- _____ 6 foot tables
- _____ 8 foot tables
- _____ Cocktail tables
- _____ Round tables
- _____ 6 foot seminar tables
- _____ 8 foot seminar tables
- _____ Podium

Visual/Lighting:

- _____ LCD projector
- _____ Screen
- _____ Easels
- _____ Dry erase board
- _____ DVD player
- _____ Laptop
- _____ TV
- _____ Light trees*
- _____ Light towers*
- _____ Up-lighting*

Sound:

- _____ Basic Sound (2 inputs)
- _____ Wired mics
- _____ Wireless mics
- _____ Podium mics
- _____ Monitor
- _____ CD Player

Other:

- _____ Laptop connection
- _____ Mobile device connection
- _____ Portable staging 4x8
- _____ Trash cans
- _____ Recycling bins
- _____ Barricade
- _____ Tents
- _____ Pipe & Drape
- _____ Stanchions
- _____ Two-way radios
- _____ Security
- _____ Power box

* Some items may not be available in all spaces and may require additional charges/fees for third party vendors. Refer to page 7 for billing details.

** For liability, image and consistency purposes, only furniture and equipment reserved through Campus Reservations and Events can be set up in Campus Reservations and Events venues and spaces. No outside furniture or equipment is allowed unless approved by Campus Reservations and Events staff before the reservation is confirmed (**only granted for special circumstances**).

Event Summary

Is there a guest speaker/performer? _____ Yes _____ No

Name of speaker/performer: _____

Is there a contract with this performer? _____ Yes _____ No

Is there a rider associated with this performer? _____ Yes _____ No

Technical Contact Name: _____

Technical Contact Phone: _____ Technical Contact Email: _____

Will merchandise be sold at this event? _____ Yes _____ No

If yes, describe items to be sold:

Will a movie or other copyrighted material be shown? _____ Yes _____ No

Has this event been produced by your group in the past? _____ Yes _____ No

May Campus Reservations and Events include your event on digital media and other marketing outlets? _____ Yes _____ No

SPECIAL REQUEST AND ADDITIONAL APPROVALS

*EVENTS WITH FOOD (See PAGE 9 for related policies)

Will food/refreshments be sold, prepared, distributed or consumed at the event? ____ Yes ____ No

If yes, please describe:

Please check those that apply. Note that these requests may take 2-3 weeks. Email approvals from person/s listed may be accepted in lieu of signature.

Event with food/catering needs (See alcohol policy for events with alcohol)	CU Dining Services Pam Morgan pmorgan@clemsn.edu	Date Approval Received
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Reservation and Usage Policy

The department of Campus Reservations and Events strives to create environments that enhance the quality of life on our campus. Campus Reservations and Events venues serve as important gathering places for students, faculty and staff as well as visitors. We are proud to employ Clemson University students to manage events and provide excellent service for our guests and we look forward to serving you! Questions, concerns and suggestions are always welcome at 864-656-4636.

RESERVATION PROCEDURE

Completing a **reservation request form** begins your event review process with our staff. Once we have received all necessary information from you, we will determine if we can accommodate the event based on timing, staffing, and technical needs. Reservation requests are accepted on a first-come, first-serve basis up to one-year in advance to avoid conflicts with previously requested events. While a minimum of **48-hours** is required to place a request for a pre-set space, **at least 15 business days notice is required for other events.**

You may submit a request by visiting the Campus Reservations and Events' Hub in the Hendrix Student Center on the second floor during our normal business hours. Fully completed reservations request forms (including any set-up and technical needs may be submitted during business hours Monday-Friday from 8 a.m. to 6 p.m. (subject to change during University holidays and breaks) at the Hendrix Student Center Guest Services Desk Hub or emailed to reserve@clemsn.edu.

Incomplete reservation request forms **will not be processed** and will be returned via email to the email listed on the form.

Please refer to PAGE 6 for billing information.

Campus Reservations and Events will not hold a space if the necessary documents/forms are not received in the appropriate time frame outlined below:

- For reservations requests placed three-weeks to one-year in advance of the event date, a signed reservation request form, related set-up diagrams and any signatures (see page 4) are required **15-business days** before your event date in order to avoid the cancellation of your reservation request.
- In the event that Campus Reservations and Events' staff can accommodate and approve an event within **15-business days**, a signed reservation request form, related set-up diagrams and any signatures (see page 4) are due immediately upon approval in order for the reservation to take place.

CONFIRMATIONS

A reservation request is considered confirmed only when you receive an email that notes a "confirmed" status along with your reservation number. Prior to that time, your reservation will remain a **request** as we verify availability, review equipment and staffing needs, and wait for the responsible party to return any necessary forms and/or signatures. Once the event is confirmed it is considered a binding agreement.

If you disagree with any information outlined on your **confirmation**, you must respond via email to reserve@clemsn.edu to discuss with a manager within two-business days from the date of the confirmation email.

Changes to the confirmation after this time may not be able to be honored.

Reservation and Usage Policy (cont.)

FACILITY USE POLICY

Groups may use any space in accordance with the **Facility Use Policy** that can be found at: <https://www.clemson.edu/studentaffairs/services/cre/facility-use-policy.html>

Campus Reservations and Events reserves the right to enforce the Facility Use Policy, collect damage fees, or ask a group without a reservation to leave the facility if an event is in conflict with another reservation group. Non-affiliated groups using any area without a confirmed reservant may be subject to eviction, fines, and referral to the appropriate disciplinary body.

CANCELLATION/NO SHOW POLICY

A reservation eliminates the opportunity for other groups to use the facility; therefore, penalties will be enforced for groups who do not adhere to this policy.

Campus Reservations and Events recognizes there are circumstances where cancellation becomes necessary through no fault of the organizing party.

- A reservation request must be canceled in writing or via email **at least two-weeks** before the event date unless specified in writing by a Campus Reservations and Events event coordinator. Any cancellations within two-weeks will be charged a \$50 **"late cancellation fee"**. Repeat occurrences may lead to the requesting organization being put on **reservations alert** which can lead to losing future reservation privileges.
- In order to maintain an adequate level of inventory and serve as many students as possible, we ask that requested equipment be canceled in writing or via email **at least one-week** before the event date unless specified by a Campus Reservations and Events event coordinator.
- Organizations/groups who fail to show up for their reservation will be charged a \$50 **"no show fee"** and any additional costs incurred by the facility to set/strike the event. Repeat occurrences may result in the requesting organization being put on **reservations alert** which can lead to losing future reservation privileges.

RAIN PLAN

All clients who are hosting an outdoor event are encouraged to plan an alternate date and/or alternate venue in case inclement weather impacts the preferred date/location.

Clients should work with an event coordinator or reservation specialist regarding the inclement weather plan specific to their event. See page 2 to select a rain plan.

- If **rain location** in an alternate Campus Reservations and Events venue is selected, a \$50 non-refundable fee will apply and will be due at the time the reservation request is placed.
- A **rain location** request will not be accepted without a diagram for the location.
- Campus Reservations and Events staff reserves the right to change/cancel any equipment that could potentially be harmed by rain, or that can harm a landscaped surface (grass) after a period of rain.
- Best efforts will be made to ensure that reservations/events moved indoors are successful, in accordance with safety regulations.
- Changes may be made to the event by Campus Reservations and Events due to occupancy, inventory and staffing limitations.
- If **rain date** in a Campus Reservations and Events venue is selected, no "late cancellation" fee will be incurred for the original requested date.
- If **cancel** is selected as the rain plan, third-party vendor equipment and staffing may be invoiced at the discretion of the vendor.

Reservation and Usage Policy (cont.)

CHANGE OF LOCATION/RIGHT OF REFUSAL

Campus Reservations and Events reserves the right to not process a request or cancel a reservation in the event there is a facility, health, or safety issue. Campus Reservations and Events reserves the right to make necessary changes in room/area locations as needed to accommodate the needs of the operation. Every effort will be made to give ample notice of any changes.

OUTDOOR, MAJOR, AND SPECIAL EVENTS

Campus Reservations and Events reserves the right to evaluate reservations and designate them as **"special event"** or **"major event"**. This may apply to reservations that are complex, have contracted speakers/performers, have bands with multiple instrument/vocal needs, require extensive or specialized staffing, require specialty equipment, and/or for safety and security reasons.

- **"Special events", "major events",** and outdoor events that require more than the basic event services stated above will be billed according the standard billing rates for additional equipment and staffing.
- Reservations that are confirmed within two-weeks of the reservation date or that require extensive changes within two-weeks of the reservation date may be designated **"special event"** as they require altering set inventory and staff schedules.
- **Movies:** United States Copyright Laws apply to any movie shown, and you will need to purchase the appropriate license to show any film on campus. (Note: checking out a movie at the library does not constitute the purchase of a movie license.)

FRONTING

The event contact listed on page 1 is considered the responsible party for the reservation and must plan and **be present** at the event. A student organization or other student group may not "front" for another group for the purpose of gaining access to a space, and/or receiving free or reduced fees. For example, a registered student organization or other student group may not reserve a space or equipment on behalf of a non-affiliated entity or university department. If a reservation or event is determined to be a front for a CU department or outside entity, the **registered student organization (RSO)** will be charged billing rates accordingly and will lose reservation privileges. RSO's collaborating with CU departments and/or outside entities may be reviewed by a Campus Reservations and Events Reservations Manager before a reservation request will be confirmed.

INVOICES AND BILLING

If you disagree with any information outlined on your invoice, you **must** respond via email to reserve@clemson.edu to discuss with a business manager **within two-business days** from the date of the invoice email. Changes to the invoice after this time may not be able to be honored.

- A 50% deposit may be required in order to secure inventory from event partners or third-party vendors.
- Invoice payments will be due **within 30-days of the invoice date** (unless otherwise stated by a Campus Reservations and Events event coordinator). Any deposit/payment will be applied and the financially responsible party will receive an invoice for the balance due following the event. Organizations can pay via credit card or personal checks. Payments are to be sent or delivered (during business hours) to **Clemson University, Campus Reservations and Events, 203 Hendrix Student Center Clemson, SC, 29634**. If you have any questions about your invoice or how to make a payment, please email a reservations manager at reserve@clemson.edu. Credit card payments can be made online by following the link on your invoice.
- Groups who have a past due balance will lose their reservation privileges until all fees are paid.

Reservation and Usage Policy (cont.)

STAFF CHARGES

- All groups are required to pay for after-hours staff charges for events that require set-up or break-down outside of our normal operational hours.
- Staff charges may also apply if the event requires professional technicians, stage hands, and/or special services. Special services may include parking attendants, police, EMS, or guest service representatives.
- Campus Reservations and Events reserves the right to adjust staffing levels to ensure the safety of all patrons and provide for excellent guest services.
- Trained student volunteers provided by RSO's may be used in some circumstances with approval from Campus Reservations and Events staff.

CLEANING CHARGES

- All trash should be left in approved receptacles. Approved supplies and equipment brought to the venue by the client must be removed at the completion of the event.
- Groups may be charged for cleaning arrangements if the event/reservation extends beyond 11 p.m. (hours subject to change during school breaks), in the event that damage occurs within the facility, or if excessive trash constitutes extra cleaning efforts to return facility to normal condition.
- Campus Reservations and Events will assess the need for additional cleaning and will invoice accordingly.

DAMAGES

Customers are responsible for cost of repair of any damages incurred to the venue or Campus Reservations and Events' equipment during the course of the reservation.

SECURITY

- CU Police Department (CUPD) will be notified of all events scheduled through Campus Reservations and Events. Campus Reservations and Events and CUPD will determine the security staffing needs. CUPD or a third party security company may be required for large events, events open to public, events featuring celebrity speakers, or performers, or events after hours. Customer is required to pay the cost associated with providing security and appropriate event staffing.
- If applicable, Campus Reservations and Events management will determine the number of trained event and technical staff needed. Any approved volunteers may be required to attend training or briefing as needed.
- Campus Reservations and Events management will determine the need for EMS/Fire staffing based on the event. Any cost associated with required Fire/EMS staffing will be the responsibility of the client.
- Campus Reservations and Events management may require wandering and/or bag checks at point of entry.
- Groups featuring non-affiliated speakers, performers, artists, etc. will need to ask for proof of liability insurance to the satisfaction of the university risk management based on the nature of the event and to name Clemson University as additional insured. University departments and registered student organizations are covered by the University's general policy. Any additional insurance required will be at client expense.

OTHER ITEMS AVAILABLE

We are here to help you find whatever you need to make your event a success. We can help you work within your budget to arrange pipe and drape, barricade, centerpieces, props, decor, entertainment, directional and promotional signage, marketing, specialty linens, etc. We can provide billing consolidation and event coordination. A cost worksheet outlining all external costs must be agreed to prior to confirmation.

Reservation and Usage Policy (cont.)

ARRIVAL TO EVENT

Please note that our event management software does not allow errors such as double-booked events. However, if you arrive and someone is in your space, **please confirm that you have arrived for your event at the time you specified** and the time listed on your confirmation from our office. If you have arrived at the time specified, please notify a Campus Reservations and Events staff member by calling the number listed on your reservation confirmation and we will be happy to assist you.

FOOD/BEVERAGE/LINEN SERVICE

CU Dining Services is the exclusive food service provider for Clemson University. CU Dining Services provides full-service catering options as well as basic linen service as requested. All events serving food and/or beverages must be approved by Campus Reservations and Events and CU Dining Services before food and/or beverages can be served, sold, or handed out. In the event that food items are donated to a group or organization for an event, Campus Reservations and Events and CU Dining Services must still approve all items to make sure it is in compliance with DHEC and University policies.

ALCOHOL SERVICE

All requests related to providing alcohol at your event should be directed to the Aramark Catering Sales Office

DECORATIONS

Only free standing decorations or table decorations are allowed. Hanging or taping materials from ceiling, posts or walls is prohibited. All props or decor must be removed from the area immediately after the event. Any items left at the facility must have advance approval from the facility manager. Proper disposal into trash containers behind the facility loading dock is required.

- Helium balloons are prohibited in all indoor Campus Reservations and Events spaces due to the many open areas where helium balloons may escape in the facilities. Latex balloons are also prohibited due to allergies.
- Flyers, posters and handbills **must be approved** before posting and may not be taped to any surface of the venue.
- Banners and approved signage may be hung by Campus Reservations and Events staff.
- Open flames, candles, glitter and/or confetti are not allowed.

AMPLIFIED SOUND

Noise restrictions are in effect Monday through Thursday until 9 p.m. and until Friday 4:30 p.m. across campus. There are no restrictions on Saturday and Sunday. Any use of amplified sound for any event at any time needs to be approved so that we can make sure all reservations are compatible. Campus Reservations and Events management reserves the right to ask the client to reduce the volume of any event that could conflict with nearby events and/or University activities.

Reservation and Usage Policy (cont.)

GENERAL RESERVATION/EVENT RULES

- The following items are prohibited unless written authorization is provided: outside food and beverages for events, alcohol, glass containers, coolers, illegal drugs, fireworks, explosives, aerosol cans, glitter, and candles.
- The use of video, recording equipment, and cameras are permitted at the discretion of the client.
- No doorway or exit blocked for any reason.
- Sprinkler heads cannot be covered.
- No animals are allowed inside the venue(s) except for service animals permitted through the Americans with Disabilities Act or if through a separate request. If animals are integral to the nature of your event, please notify your Campus Reservations and Events event coordinator who will assist you in obtaining necessary approvals.
- No open flame is allowed without CU Fire Department approval.
- Stickers, tape and adhesive backed decals are not to be used or distributed.
- No tape or wires of any kind is/are to be used on walls, columns, posts, or doors. There shall be no anchoring devices placed in the asphalt/cement/wall surfaces anywhere around the facility. Tent stakes on the lawn will be permitted upon approval. Nothing is to be attached in any way to the building. Any banners, posters, fliers, and/or signage must be approved by Campus Reservations and Events management.
- Please note that Campus Reservations and Events' spaces are monitored by video surveillance.
- Clemson University is a TOBACCO FREE environment.

I certify that I reviewed the **Reservation and Usage Policy** and agree to comply with the guideline, as well as those of Clemson University's **Facility Use Policy** (below), and other university policies as applicable. Failure to obtain necessary approvals, provide necessary event information, or follow policy could result in the cancellation of the event up to **two-weeks in advance** of event date.

I understand that in signing this I assume responsibility for my organization while using the facility, and I further certify that I am authorized to obligate my organization to any financial costs for this event.

Facility Use Policy:

Signature of Event
Contact Listed on
Page 1

Print Name

Date Signed

Submit your form by clicking the submit button below. Save a copy of this form for your records.

CRS E- Departments and Non-Affiliated

BILLING RATES FY 2024. Note: Any items not in inventory at the time of confirmation may incur extra charges.					
Room/Space	** Capacity / Unit	RSD's with agreement	CU Department	Non-Affiliated	Approval/Notes
Atrium Space (Each - 6 spaces available)	N/A / each per day	\$0.00	\$0.00	\$50.00	HSC
Jacks Ballroom A or B	740 / per day	\$0.00	\$0.00	\$300.00	HSC
Jacks Ballrooms A and B	1400 / per day	\$0.00	\$0.00	\$600.00	HSC
333 Conference Room	30 / per day	\$0.00	\$0.00	\$150.00	HSC
Hendrix 2nd Level Balcony	N/A / per day	\$0.00	\$0.00	\$50.00	HSC
David Peoples Room	230 / per day	\$0.00	\$0.00	\$150.00	HSC
McKrackin Theater	150 / per day	\$0.00	\$0.00	\$300.00	HSC
Media Conference Room	15 / per day	\$0.00	\$0.00	\$100.00	HSC
Meeting Room A or B	105 / per day	\$0.00	\$0.00	\$200.00	HSC
Meeting Rooms A and B	350 / per day	\$0.00	\$0.00	\$700.00	HSC
Outdoor Theater	per day	\$0.00	\$0.00	\$200.00	Outdoor
Central Gardens	per day	\$0.00	\$100.00	\$240.00	Outdoor
Hendrix Dressing (6 spaces available)	each per day	\$0.00	\$50.00	\$140.00	Outdoor
Hendrix (Hendrix) Dressing Plaza/Lawn Plaza	each per day	\$0.00	\$75.00	\$210.00	Outdoor
Hendrix Lawn	per day	\$0.00	\$75.00	\$210.00	Outdoor
Discovery Plaza	per day	\$0.00	\$25.00	\$70.00	Outdoor
Lawn Plaza	per day	\$0.00	\$25.00	\$70.00	Outdoor
North Lawn	per day	\$0.00	\$25.00	\$70.00	Outdoor
President's Institute	per day	\$0.00	\$75.00	\$210.00	Outdoor
South Campus Green	per day	\$0.00	\$150.00	\$390.00	Outdoor
Spiral of Honor	per day	\$0.00	\$75.00	\$210.00	Outdoor
Union/Cox Plaza (2 spaces available)	each per day	\$0.00	\$0.00	\$300.00	Outdoor
Milroy Heritage Plaza	per day	\$0.00	\$75.00	\$210.00	Outdoor
Memorial Auditorium	per day	\$400.00	\$400.00	\$800.00	Memorial
Memorial Auditorium - 2 hour minimum	per day	\$400.00	\$400.00	\$800.00	Memorial
2 hour minimum	per hour	\$400.00	\$400.00	\$800.00	Games Center
Rain Location - 2 Hour Minimum	per 2 hours	\$600.00	\$100.00	\$700.00	Games Center
Each Additional Hour	per day	\$300.00	\$50.00	\$350.00	Games Center
Football Tailgates (6 hours max)	per day	\$1,200.00	\$1,200.00	\$2,400.00	Games Center
2 hour minimum	per 2 hours	\$400.00	\$100.00	\$500.00	Games Center
Each Additional Hour	per day	\$200.00	\$50.00	\$250.00	Games Center
Wedding - ceremony and rehearsal	per event	\$1,000.00	\$1,000.00	\$2,000.00	Games Center
Full Funeral	per event	\$1,200.00	\$1,200.00	\$2,400.00	Games Center
Rain Location - 2 Hour Minimum	per 2 hours	\$600.00	\$100.00	\$700.00	Games Center
Plaza Rental (Pending approval)	per area + 1 rehearsal	\$50.00	\$100.00	\$150.00	Redden Chapel
Tents (Pending approval)	each	\$50.00	\$50.00	\$100.00	Redden Chapel

Service	Unit	RSD's with agreement	CU Department	Non-Affiliated	Approval/Notes
Box Office/Ticketing Service	per ticket sold	\$1.00	\$1.00	\$1.00	All
Additional Student Staff	per person/per hr	\$12.00	\$12.00	\$14.00	All
Minimum Production Staff (1-250 people)	per person/per hr	\$12.00	\$12.00	\$14.00	Memorial
Minimum Production Staff (251-500 people)	two people/per hour	\$24.00	\$24.00	\$28.00	Memorial
Minimum Production Staff (501-1000 people)	three people/per hour	\$36.00	\$36.00	\$42.00	Memorial
Professional Event Manager	per person/per hr	\$20.00	\$20.00	\$25.00	All
Student Event Manager	per person/per hr	\$10.00	\$10.00	\$12.00	All

** RSD's receive 100% discounts for 2 people working 4 hours or less hours each in Memorial and 4 to 101 hours in outdoor spaces
 ** Capacity is limited at maximum occupancy per fire code and will be adjusted accordingly to university OMBB guidelines

Furniture/Equipment - Barrow	Unit	Rate/Charge
Party Lights	per day	\$140.00
Basic Portable Sound System (Normal)	per day	\$100.00
Select Portable Sound System	per day	\$200.00
Staging (1-3 3x6 and 1-3 3x6)	each per day	\$30.00
Staging (1-3 3x6 and 1-3 3x6) 2nd use	each per day w/ no setup charges	\$10.00
Setup Change/Change Over - Minor	per day	\$50.00
Setup Change/Change Over - Major	per day	\$100.00
Virtual Tech Package - B (Camera & Mic)	per day	\$30.00
Additional Electro Tables	each per day	\$8.00

House + 2 Speakers + 2 adj inputs
 Basic + Soundboard + up to 10 inputs
 5-9 pieces of furniture moved
 10+ pieces of furniture moved

Service	Unit	Price	Notes
Late Cancellation Fee	per day	\$30.00	EC/NA/Chapel
Late Cancellation Fee	per day	\$75.00	HSC/Out/Back
No Show Fee	per day	\$50.00	EC/NA/Chapel
No Show Fee	per day	\$100.00	HSC/Out/Back

NOTE: Memorial Auditorium is offline for FY24
 NOTE: Union space is time indefinitely

Item	Unit	All In/One Up	Applicable Areas
Basic Portable Sound System - Normal (w/ cables/misc/conns)	each per day	\$50.00	All
Basic Portable Sound System (Normal)	each per day	\$100.00	All
Black Rack - Metal	each per day	\$20.00	All
Wire Rack - Plastic	each per day	\$17.00	All
Chair in house	each/per booking up to 3 days w/ no setup charges	\$1.25	All
Chairs (All) Placement	each	\$5.00	All
Clear Cam Headset	each per day	\$15.00	All
Dry Erase/Flip Chart Stand	each per day	\$10.00	All
Dry Erase/Flip Chart Stand	each per day	\$10.00	All
Each in house	each per day	\$5.00	All
Flip Chart Pad	each per day	\$35.00	All
Generator - In House	each per day	\$100.00	All
Hours & Sound - 2 in Pits	each per day	\$75.00	HSC
Hours & Sound - 2 in Pits - 2nd use	each per day	\$6.00	HSC
Keyboard in House	each per day	\$55.00	All
LCD Projector/Screen Indoor	each per day	\$50.00	HSC
LCD Projector/Screen Indoor 2nd viewing	each per day	\$25.00	HSC
Portable Light Truss - In House	each per day	\$100.00	All
Portable Work Lights - In House	each per event	\$20.00	All
Phone Line Use (Individual phone)	each per day	\$40.00	All
Pipe and Drape	per section per event w/ no setup charges	\$25.00	All
Floor Padium - In House	each per day	\$25.00	All
Portable LCD Projector	each per day	\$10.00	All
Portable Projection Screen - Indoor Large	each per day	\$40.00	All
Portable Projection Screen - Indoor Small	each per day	\$20.00	All
Premium Portable Sound System	each per day	\$200.00	All
Handheld Bluetooth Speaker (Barkcase)	each per day	\$25.00	All
Railies	each per event	\$10.00	All
Rain Location - Hand Flip	per day	\$50.00	HSC
Select Portable Sound System	each per day	\$100.00	All
Speaker Monitors - In House	each per day	\$25.00	All
Speaker Box	each per event	\$50.00	All
Staging Kit + 10' stage deck	each per day	\$40.00	All
Staging (4x8' stage deck) 2nd use	each per day w/ no setup charges	\$20.00	All
Stanchions	each per day	\$10.00	All
Table Top Podium	each per day	\$35.00	All
Tables in House - 6 foot regular	each/per booking up to 3 days w/ no setup charges	\$8.00	All
Tables in House - 6 foot seminar	each/per booking up to 3 days w/ no setup charges	\$8.00	All
Tables in House - 6 foot regular	each/per booking up to 3 days w/ no setup charges	\$10.00	All
Tables in House - 6 foot seminar	each/per booking up to 3 days w/ no setup charges	\$8.00	All
Tables in House - Cocktail	each/per booking up to 3 days w/ no setup charges	\$8.00	All
Tables in House - Round	each/per booking up to 3 days w/ no setup charges	\$10.00	All
Table Replacement	each	\$180.00	All
Transport Fee (On Campus)	per day	\$25.00	All
Tree Cam - In House/On Campus	each per day	\$8.00	All
TV Monitor	each per day	\$30.00	All
Uplighting - Indoors (4-4)	each per event w/ no setup charges	\$40.00	All
Uplighting - Indoors (8-8)	each per event w/ no setup charges	\$80.00	All
Uplighting - Indoors (8-12)	each per event w/ no setup charges	\$80.00	All
Uplighting - outdoor (14)	each per event w/ no setup charges	\$60.00	All
Uplighting - outdoor (8-8)	each per event w/ no setup charges	\$80.00	All
Uplighting - outdoor (8-12)	each per event w/ no setup charges	\$100.00	All
Virtual Tech Package A	per day	\$150.00	HSC
Virtual Tech Package - 2nd Use	per day	\$100.00	HSC
Virtual Tech Package - B (Camera & Mic)	per day	\$30.00	All

Basic Portable Sound System (Speaker and 2 inputs)
 Select Portable Sound System (2 speakers, soundboard, up to 6 inputs)
 Premium Portable Sound System (2 speakers, 2 monitors, soundboard, up to 10 inputs)

RSD Discovers Historic Student Center	Space Rental	Tables/Chairs in Inventory	House Sound (2 inputs)
	1 LCD Projector w/ Screen	1 Dry Erase/Flip Chart Stand	1 Podium
	1 Laptop for LCD Projection	Staffing During Building Hours	2 Easels

RSD Discovers Memorial Auditorium	Space Rental	Tables/Chairs in Inventory	House Sound (4 inputs max)
	1 LCD Projector w/ Screen	1 Dry Erase/Flip Chart Stand	1 Podium
	1 Laptop for LCD Projection	2 Staff x 4 hrs including setup, tear down, and event staff	2 Easels

RSD Discovers Dunwoody and NCGAE House	Space Rental	4 Hours Total Staffing	Basic Portable Sound
	5 Tables Max	10 Chairs Max	