

FY2019

Student Organization Charge-back Rates (Recognized Student Organizations only)
effective 07/01/2018

	For the 1 st \$2,500 in Campus Facilities Charges				For events not following procedure or for all cost that exceed the 1 st \$2,500			
	ST	OT	DT		ST	OT	DT	
Custodial Labor	\$0.00	\$0.00	\$0.00	per hour	\$36.00	\$54.00	\$71.00	per hour
Maintenance Labor	\$0.00	\$0.00	\$0.00	per hour	\$45.00	\$67.00	\$90.00	per hour
Engineering Labor	\$0.00	\$0.00	\$0.00	per hour	\$46.00	\$70.00	\$93.00	per hour
Transportation - Setups	\$0.00	\$0.00	\$0.00	per hour	\$63.00	\$82.00	\$102.00	per hour
Transportation - Trips	\$63.00	\$82.00	\$102.00	per hour	\$63.00	\$82.00	\$102.00	per hour

Cancellation fee \$100.00 \$150.00 \$200.00 less than 24 hours notice

- ST** 8:00am-5:00pm, Monday-Friday
- OT** 5:01pm-7:59am, Monday-Friday; and Saturdays
- DT** Sundays and Holidays

University Owned Equipment Costs (subject to availability)

- Chairs \$0.00 each
- 6 ft Table \$0.00 each
- 72" Round Table \$0.00 each
- Cocktail Table \$8.00 each
- High-top Table \$8.00 each
- Podium \$0.00 each
- Easel fee \$50.00 applies to unreturned or damaged easels borrowed for events

Please note that there will be a replacement fee for chairs, tables and podiums that are broken or lost due to misuse or negligence. Equipment rented from an outside vendor will be billed at cost

Audio/Visual Costs **Varies** Consult the Event Services Office for pricing and package availability

Public Safety Costs

4 hour minimum charge for security officers and campus police. Security in leased buildings may be priced and billed separately.

- Public Safety Officer \$28.00 Per hour Security service
Generally 1 officer required per 100 participants but may vary depending on location, type of event, and number of participants.
- University Police Officer \$61.78 Per hour If Event requires attendance of Campus Police
- University Police Sergeant \$71.70 Per hour If Event requires attendance of Campus Police
- Campus Electronics \$85.00 Per hour Service Requests, Door openings, Access Management

DAC/Rec Center/Armory/Athletic Field Staffing

4 hour minimum charge for all Athletics hourly staff

- Event Manager \$35.00 Per hour Need determined by department
- Student Facility Supervisor \$15.00 Per hour Need determined by department
- Certified Athletic Trainer \$35.00 Per hour Required if you cannot provide your own
- Field Setup \$60.00 Per hour Based on the nature and timing of event
- Aquatics Coordinator \$15.00 Per hour
- Lifeguard \$10.00 Per hour
- Group Exercise Instructor \$15.00 Per hour
- PA Announcer \$50.00 Per game
- Scoreboard Operator \$50.00 Per game
- Climbing Wall \$100.00 Per booking Teambuilding is \$150

Space Rental Fees

- University Club Sky View \$50.00 Per hour
- University Club Liberty View \$50.00 Per hour
- University Club City View \$50.00 Per hour
- University Club Lounge \$25.00 Per hour Must be reserved in conjunction with Sky View or Liberty View Only
- University Club Terrace \$50.00 Per hour Must be reserved in conjunction with Sky View or Liberty View Only
- Rec Center Gymnasium \$40.00 Per hour East or West section only is \$20 per hour
- Rec Center Gallery \$20.00 Per hour
- Rec Center Fitness Plaza \$20.00 Per hour
- DAC Gymnasium \$80.00 Per hour
- Armory \$15.00 Per court
- Hazem Suite - Mens BB \$500.00 Per game Tickets and food additional. Minimum 50 tickets required at group rate.
- Hazem Suite - Womens BB \$200.00 Per game Tickets and food additional. Minimum 50 tickets required at group rate.
- Pool \$25.00 Per hour
- Vidas Athletic Fields \$50.00 Per hour Per field
- Buckley Green (volleyball) \$15.00 Per hour Per court
- Buckley Field \$40.00 Per hour

Maximum charge for Athletic facilities is 8 hours per day. Contact Athletics for additional facilities available for rent.

Event Services Cost \$23.00 Per hour

Event planning expertise beyond booking space and providing information. Provide hands-on event support as requested.