 University Center Rental Rates & Capacities

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| **Meeting****Room** | **Room Arrangement Capacities**(Standard Room Arrangements in ***Bold***) | **Rates** |
| **Tables/Chairs** | **Theater** | **Classroom** | **U-Shape** | **Per****Day** | **Per****Hour** |
| Round | **Table Rows** |
| 221 Rotunda \*\* | ***125*** | 200 | 300 | 75 | 48 | $350.00 |  |
| 221 Terrace (All) | 100 | 148 | 200 | 100 |  | $300.00 |  |
| Terrace (One) | 30 | ***36*** | 48 | 30 | 21 | $100.00 | $15.00 |
| 302 Auditorium |  |  | ***300*** |  |  | $250.00 | $35.00 |
| 305 Lake Erie |  |  |  |  | 12 | 100.00 | $15.00 |
| 223 Mt. Pleasant |  |  |  |  | 14 |
| 311 Lake Ontario\*\* |  |  |  |  | 12 |
| 218 Maroon | 30 | ***36*** | 48 | 30 | 21 | $125.00 | $20.00 |
| 219 Gold | 30 | ***36*** | 48 | 30 | 21 |
| 220 Chippewa | 30 | ***36*** | 48 | 30 | 21 |
| 303 Lake Michigan |  | *24* | ***50*** | 24 | 18 |
| 300 PCR\*\* |  |  |  |  | 14 |
| 301 Lake Superior\*\* |  | 18 | ***35*** | 18 | 18 |
| 309 Lake St.Clair |  | 36 | ***48*** | 24 | 21 |
| 307 Lake Huron |  | 36 | ***48*** | 24 | 21 |
| 123 Mackinaw |  | 36 | 80 | 40 | 30 |
| 125 Lakeshore |  | 36 | 80 | 40 | 30 |
| Optional Equipment Options & Charges |
| **Item** | **Internal** | **External** |
| Student Manager Overtime (requires AD approval) | $16.00/hour | $16.00/hour |
| (3) AV Cart (includes projector, small speakers, visualizer) | $20.00 | $40.00 |
| (3) Cordless Microphone | $15.00 | $18.00 |
| (7) 3-prong microphones (corded mics)  | $5.00 | $6.00 |
| Conference Phone | $10.00 | $10.00 |
| Whiteboard/Flipchart Combo | $10.00 | $10.00 |
| (15) Sign Holder | - | $5.00 |
| 6’x8’ Portable Staging Section (5 sections total) | $25.00 | $25.00 |
| 3’x3’ Portable Dance Floor Section (100 sections total) | $.75/section | $.90/section |
| Portable Sound System (needed in Terrace rooms, Maroon/Gold or Chip) | $20.00 | $40.00 |
| AV Portable (projector ONLY) | $20.00 | $40.00 |
| VCR/DVD Player | $15.00 | $18.00 |
| Visualizer | $12.00 | $15.00 |
| 24” High Top Table (only 4 available) | $7.00 | $8.00 |
| Piano Tuning (in Rotunda only, needs AD approval) | $100.00 | $100.00 |
| No Show Service Fee | $25.00 | N/A |
| Additional Custodial Fee (if applicable, needs AD approval) | $34/hour | $25.50/hour |
| 6’ Table  | $4.00 | $4.00 |
| \*\* Requires approval from Director or Assistant Director  | Rooms can be combined |  |

Quick Booking

1. Always follow the Room Request form for information and include the following:
	1. Set-up
		1. Room set-ups include the types listed in the chart. Each room has a ‘standard set-up’ that we try to keep to as much as possible. Special set-ups are available, but we need to know ahead of time. We ask that rooms not be moved around from the set-up that was requested. If the client does change the set-up it must be changed back to how it was upon arrival.
		2. Round tables are only used on the main floor. Maroon/Gold/Chippewa round tables all require approval from an Assistant Director, and there is a $25 custodial fee associated with this set-up in these rooms.
	2. Event time (what time the event actually starts and ends) and projected arrival/departure of the clients for set-up and tear down.
		1. We coordinate time needed for set-ups and tear downs for our staff. If they need set-up time for their own purposes, we need to know that.
			1. In the UC Setup and Start time need to be the same in Kx for the staff.
2. Use the conference rooms screen to see what is available.
	1. The Rotunda, President’s Conference (PCR), Lake Superior and Lake Ontario Rooms all need approval from an Assistant Director before booking.
	2. Please note that student groups cannot utilize the PCR or Lake Ontario or Lake Superior rooms.
3. Always look what meetings are before and after the time frame that you are wanting to book.
	1. Always try to keep rooms with the same set-ups throughout the day (e.g. don’t book one room for four meetings with four different set-ups).
	2. Allow at least one hour between meetings if there is any change to set-ups.
	3. Always allow at least one hour before and after an event when catering is in the room.
4. If you find an available room and time, book the room.
	1. If a screen pops up, there is a conflict with the timeframe you have chosen.
		1. Click ‘cancel’ and go back to the conference room screen to see what is conflicting. DO NOT click ignore unless you have checked with your supervisor.
	2. Enter in the contact information.
		1. Always double check for a nickname or different spelling of the name before creating a new client.
		2. If the contact is associated with more than one company, always choose the company associated with the event you are booking.
	3. Enter the title of the event, number of people, time frame, event type, and event status.
		1. Arrival time should be the time the group wants to arrive for set-up.
		2. Meeting room time should be the time that the room will be used for the actual event.
5. Once the event is made, you will have to manually enter an event manager.
	1. You must assign an action to the event manager you have assigned. If the event is just a meeting and no additional support is needed, please assign Events & Conference Services as the event manager.
	2. For events that need an event manager please refer to the reservation tree.
6. Add any additional equipment that is need to the room in the equipment tab.
	1. Make sure to click the ‘chargeable’ button for all equipment unless otherwise denoted by Melissa.
		1. Always double check the rates to make sure they are correct.
	2. If there are charges, you must create a quote for the event.
7. NEVER book anything past building hours (black in Kx) unless you have communicated that it will be overtime charges for the labor and confirmed with your supervisor.
	1. Communicate any overtime bookings to Directors and Assistant Directors for staffing.
	2. Overtime charges should include the event time plus a half hour before and a half hour after the event.
	3. Student manager overtime is added in the equipment tab.

Information

1. Catering
	1. If catering is going to be ordered, try to get an idea of what they will be having (buffet, ‘hors, beverages).
	2. The type of catering will change the max capacity of the room due to additional tables needed for catering tables.
		1. Ex) 3 6ft tables added for catering will take a large portion of the room. Max capacity will reduce.
2. A/V Equipment
	1. Always ask if equipment is needed.
	2. We DO NOT provide laptops.
	3. If A/V is needed, ask if a podium is needed for a presentation or speech.
	4. A mic is not necessary in any room except the Auditorium and the Rotunda (with or without the Terraces).
3. Extra Table Needs
	1. Ask if any additional tables will be needed (awards, check-in, displays, etc.)
4. Always default a half-hour for set-up and half-hour for tear-down.
	1. If the event has catering, change set-up and tear-down to 1 hour.
5. Keep the number of seats (attendance) consistent with how many people will actually need seats.
6. If it is a strolling event, put the number of attendees in the details page, but keep the meeting room number consistent with seats needed.
7. If no seats are needed, put 0 (zero) in as the meeting room number.
8. When booking linked rooms (rooms that can be combined spaces), ALWAYS put the total number of seats needed in the main room.
9. Make a note in the meeting rooms that ‘name of room’ is combined with ‘name of room’.
10. Never split up the total seats between all rooms (very confusing for set-up crew).
	* 1. Ex) If total number of people is 100 and Terrace A and B are being used, put 100 in Terrace A and 0 in Terrace B. Put a note in the meeting room that rooms are combined.
11. Mt. Pleasant, Erie, and Lake Ontario should not be booked with A/V Equipment unless absolutely necessary. If so, capacity will reduce by at least 2 seats.
12. Maroon/Gold/Chippewa can combine to make one large space. If so, pillars affect the viewing so capacity is reduced by at least 10 seats.
	1. Same goes for Terrace A, B, C, D.
13. If a projector is needed in Terrace A, B, C, D combined, we have to have two projections in the space because of it’s long shape.
	1. In the equipment, chose Av Cart x2 and the AV Splitter.