



STANDARD RENTAL FEE SCHEDULE

The fees quoted are general estimates only and are subject to change. Fees are calculated based on the description and size of the event, equipment needed, and any additional requirements that may affect the cost.

Standard Fee Schedule:

ROOM	WEEKDAY (8am - 5pm)	EVENT (Except Friday) (5 pm - 8 pm)	WEEKEND (Friday pm - Sunday)
Gwen L. Robinson			
Entire Hall	4 Hours: Quote	Quote	Quote
	6 Hours: Quote	Quote	Quote
Room # ONLY	Quote	Quote	Quote
2 nd Floor Room 234	Quote	Quote	Quote
3 rd Floor Board Room	4 Hours: Quote	Quote	Quote
	6 Hours: Quote		
3 rd Floor Room 326	Quote	Quote	Quote
Theodore M. Berry			
2 nd Floor Conf Rm ONLY	3 Hours: Quote	Quote	Quote
	6 Hours: Quote		
2 nd & 3 rd Floors (includes Roof Garden)	3 Hours: Quote	Quote	Quote
	6 Hours: Quote		

Explanation of Additional Fees:

Audio/Video: \$100 per event
 Break out Room: \$100 per room
 Stage Removal: \$100

Cancellation Fee: \$100

- To be paid by Renter upon providing written notice of event cancellation two weeks prior to event date.

Room Reservation Fee: 25% of total charge

- To be paid by Renter upon submission of signed agreement.
- This fee is non-refundable within two (2) weeks of the event date.