

# SCPS Fees

The SCPS Fee Structure consists of 3 basic fee types; hourly room rent, flat rate room rent, and ETS event packages, each of which are explained in detail below. If you are hosting an event you will also be subject to security costs and possible additional equipment rentals based on the needs of that event. Per university policy, a minimum of 1 Safety officer and 1 DPS officer shall be present for each event. Large events with high profile guests may also require the use of a 3<sup>rd</sup> party security company to assist with security screenings and crowd control. Estimates can be obtained by filling out the following form...

<http://scps.syr.edu/scheduling/rso-forms/rso-estimaterquest-form.html>

Any Student Organization registered and recognized with the Office of Student Activities, Fraternity and Sorority Affairs, or any group designated a club sport and registered with Recreation Services will not be charged the room rental fee, and will have the cost of 1 Safety Officer waived. Those organizations will still be responsible for the ETS package, security, and any other fees associated with an event.

## Conference Rooms

Schine 228A	\$48.00/hr.
Schine 228B	\$48.00/hr.
Schine 304ABC	\$48.00/hr.
GSC 201ABC	\$48.00/hr.

Hourly rental fees include room set up and technical support. Technical support is limited to department owned equipment. Special equipment requests may incur additional fees. SCPS does not provide laptops to conference room users.

## Flex Spaces

Schine Jabberwocky	\$48.00/hr.
Jab Talent Show Package	\$304.00

The Jabberwocky can be reserved at the hourly rate for meetings and presentations which includes access to a LCD projector, cable TV, DVD, and audio support for computer presentations. Events requiring microphones and additional support for performances are charged an additional fee for the additional staffing and equipment necessary.

Panasci Lounge	\$48.00/hr.
Panasci Reception Package	\$304.00
Panasci Talent Show Package	\$380.00
Panasci Concert Package	\$456.00
Expo Package	\$1,216.00

In addition to the room rent fee an event may also be charged an Event and Technical Services (ETS) package fee. Due to the public nature of the lounge and its use as a quiet study space, SCPS will only close the lounge for events from 6:00 PM until 12:00 AM on Friday and Saturday evenings during the academic year. Organizations wishing to schedule outside of that time frame need the approval of the Director of Student Centers and Programming Services.

## Event Spaces

Goldstein Auditorium	\$625.00
Underground	\$137.00
Skybarn	\$43.00/hr.

In addition to the room rent fee each event space rental is also charged an Event and Technical Services (ETS) package fee. Package fees are flat rate and cover all necessary labor for set up and event staffing as well as all department owned equipment necessary to support the event. Package costs vary based on the needs of the event and are outlined below. Packages are assigned based on the technical needs of any guests or performers, as well as the overall focus of an event. If necessary, additional equipment rentals and specialized staff arrangements will be charged to the sponsor.

- SCPS reserves the right to determine the appropriate package for a given event.
- Package rates are based on a 4 hour event maximum. Longer events will incur additional staffing charges at a rate of \$73.00/hr.
- Equipment with limited inventory is assigned on a first come first serve basis. Secondary events requiring the same equipment may incur additional rental costs.
- Security costs are in addition to these fees.

### Meeting Package

Goldstein Auditorium: NA	Underground: \$532.00	Skybarn: \$228.00
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The Meeting Package provides a basic level of technical support for meetings and presentations including room set-up, LCD projection for computer or video presentations including audio, as well as wired or wireless microphones. This package also includes the staffing to provide technical and set-up related support during the reservation. This package does not support singing, dancing, or instrumental performances.

### Reception Package

Goldstein Auditorium: NA	Underground: \$532.00	Skybarn: \$304.00
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The Reception Package provides a basic level of support for receptions including room set-up, LCD projection for computer or video presentations including audio, background music, and wired or wireless microphones. This package also includes the staffing to provide technical support and venue management during the reservation. This package supports vocal only or dance performances, but does not include set up of the sprung dance floor.

### **Info Fair Package**

Goldstein Auditorium: \$760.00      Underground: \$760.00      Skybarn: NA

The Info Fair Package provides a basic tabling set up without any table dressings or curtain booths. It also includes basic technical support including LCD projection for computer or video presentations including audio, background music, and wired or wireless microphones. This package also includes the staffing to provide technical support and venue management during the reservation. This package does not support any type of performance.

### **Expo Package**

Goldstein Auditorium: \$2,736.00      Underground: \$1,216.00      Skybarn: NA

The Expo Package provides a tabling set up with full table dressings and curtain booths. It also includes basic technical support including LCD projection for computer or video presentations including audio, background music, and wired or wireless microphones. This package also includes the staffing to provide technical support and venue management during the reservation. This package does not support any type of performance.

### **Lecture Package**

Goldstein Auditorium: \$1,216.00      Underground: \$532.00      Skybarn: \$304.00

The Lecture Package provides technical support for formal speeches (keynotes) and includes room set-up, LCD projection for computer or video presentations including audio, background music, and wired or wireless microphones. This package also includes the staffing to provide technical support and venue management during the reservation. This package supports vocal only or dance performances, but does not include use of the sprung/marley dance floor.

### **Banquet Package**

Goldstein Auditorium: \$1,216.00      Underground: \$532.00      Skybarn: NA

The Banquet Package provides technical support for formal lunches/dinners with a program (keynote) and includes room set-up, LCD projection for computer or video presentations including audio, background music, and wired or wireless microphones. This package also includes the staffing to provide technical support and venue management during the reservation. This package supports vocal only or dance performances, but does not include use of the sprung/marley dance floor.

### **Dance Party Package**

Goldstein Auditorium: \$1,216.00      Underground: \$836.00      Skybarn: \$608.00

The Dance Party package provides audio and lighting support for a social dance event including basic DJ equipment for vinyl records, CDs, or laptop hook ups. This package also includes the staffing to provide technical support and venue management during the reservation.

### **Talent Show Package**

Goldstein Auditorium: \$1,444.00      Underground: \$1,064.00      Skybarn: \$912.00

The Talent Show Package provides technical support for events featuring multiple performances by student performers including lighting, audio, and projection. This package also includes the staffing to provide technical support and venue management during the reservation. Technical staff can be made available for sound checks but this package does not cover technical rehearsals. Organizations can schedule non-technical rehearsals without additional cost as venue availability allows. This package does not include use of the sprung/marley dance floor for dance performances.

### **Talent Show W/ Rehearsal(s)**

Goldstein Auditorium: \$2,204.00      Underground: \$1,444.00      Skybarn: \$1,292.00

The Talent Show W/ Rehearsal Package provides technical support for events featuring multiple performances by student performers including lighting, audio, and projection. This package also includes the staffing to provide technical support and venue management during the reservation. Technical staff can be made available for up to 2 technical rehearsals. Organizations can schedule non-technical rehearsals without additional cost as venue availability allows. This package does not include use of the sprung/marley dance floor for dance performances.

### **Dance Show Package**

Goldstein Auditorium: \$3,648.00

This package is for Goldstein Auditorium only as the other venues cannot support dance performances. This package provides technical support for events featuring dance performances including lighting, audio, projection, and the use of the sprung/marley dance floor. This package also includes the staffing

to provide technical support and venue management during the reservation. Technical staff can be made available for up to 2 technical rehearsals. Organizations can schedule non-technical rehearsals without additional cost as venue availability allows. SCPS does not guarantee use of the sprung/marley dance floor for non-technical rehearsals.

### **Theatrical Package**

Goldstein Auditorium: \$4,940.00      Underground: \$2,204.00      Skybarn: \$1,976.00

The Theatrical Package covers any event that has multiple technical rehearsals AND multiple performances within the same week, and includes all SCPS lighting, audio, and projection, and the use of the sprung/marley dance floor. This package also includes the staffing to provide technical support and venue management during the reservation. Organizations can schedule non-technical rehearsals without additional cost as venue availability allows. SCPS does not guarantee use of the sprung/marley dance floor for non-technical rehearsals.

### **Concert Package**

Goldstein Auditorium: \$3040.00      Underground: \$1,368.00      Skybarn: \$912.00

This package provides technical support for events featuring multiple musical acts including lighting, audio, and projection. This package also includes the staffing to provide technical support and venue management during the reservation. Technical staff will be made available for sound checks but this package does not cover technical rehearsals. Artist requirements may necessitate the rental of additional equipment or even 3<sup>rd</sup> party audio or lighting systems. Those costs will be in addition to the SCPS package fee. Security costs for concerts can be significantly more than other events based on the security measures required and the popularity of the artists.