

## DIVISION OF STUDENT AFFAIRS

### Student Centers and Programming Services (SCPS)

#### FY 2010 - Space Reservation and Technical Services Fees

To comply with the Comptroller's Office and federal regulations set forth in The Office of Management and Budget Circular A-21, SCPS will be implementing the new fee structure and invoice calculation method as outlined below.

This document outlines space allocation venues in the Schine and Goldstein Student Centers and their associated rental fees. It also provides a list of the various types of events typically performed in each venue and the associated hourly production rate. This information can be used to calculate the cost of renting a venue and the estimated cost of Event and Technical Services (if applicable) that will be required to produce a specific event. Other items to consider when using this document to plan and estimate the cost of an event include:

- 1) Events held at alternate venues (i.e.. Quad, Manley, etc.) will be charged based on the set up requirements for each event. Please meet with the Facilities and Technical Services Senior Supervisor to review details and develop estimated costs.
- 2) Basic LCD projector and other standard meeting room materials included in rental fee as requested. This does not include the use of a laptop computer.
- 3) Recognized Student Organization's room rental and one safety officer per event in SCPS Facilities will be waived.
- 4) Costs incurred external of Student Centers and Programming Services on behalf of the customer including but not limited to; Fire Marshalls, Event Security, Specific Equipment, will be billed as a 'pass through' at the same amount charged to SCPS.
- 5) Events that will require a building to open early or stay open late will be assessed \$25/hour for the hours requested outside of the normal operating hours of the building.
- 6) SCPS reserves the right to define event types based on customer requests and technical requirements.

#### SPACE ALLOCATION OPTIONS AND RATES

##### Rental Space w/no Fee:

Schine Student Center Meeting Rooms: 231, 232, 233, 302

##### Available Rental Space:

	<u>Rate</u>
Schine Student Center Meeting Rooms - Schine 228A&B, 304's, Goldstein 201's (plus ETS labor if required)	\$36 / Hour
Goldstein Student Center Meeting Rooms (plus ETS Labor if required)	\$36 / Hour
Panasci Lounge (plus ETS Labor if required)	\$36 / Hour
Jabberwocky Café (plus ETS Labor if required)	\$36 / Hour
Skybarn - plus required ETS Labor	\$31 / Hour
Underground - plus required ETS Labor	\$137 / Event
Goldstein Auditorium - plus required ETS Labor	\$625 / Event

#### Additional ETS Labor Costs

An additional cost for ETS Labor will be applied to rental of event spaces as applicable. The ETS Labor amount is based on set-up, breakdown, and specific event production needs. Events are categorized into specific production packages and some events may also require Fire Safety and Public Safety staff which would be itemized separately. Please contact Scott Casanova at 443-1438 to obtain an ETS Labor cost estimate.