



**University Departments: Rental Rates** (2/2020 – Effective July 1, 2021)

**Reynolds Club & Bartlett Hall Room Rates**

<b>Spaces</b>	<b>Room Fee</b>
Bartlett Arts Rehearsal Space (BARS)	\$200.00
Bartlett Lounge	\$200.00
FXK Theater	N/A
Hallowed Grounds*	\$475.00
Hutchinson Commons	\$395.00 (Room As-is) + Cost of Movers (Furniture Removed or Rearranged)
Hutchinson Courtyard	\$300.00
Marketplace Table	\$0.00
McCormick-Tribune Lounge	\$450.00
Reynolds Club Marketplace	\$250.00
RC002a (Conference Room)	\$200.00
RC010 (Conference Room)	\$200.00
South Lounge	\$200.00
<i>*Hutch Commons and Hallowed Grounds do not include cost to shut down retail operation</i>	

**Ida Noyes Hall Room Rates**

<b>Spaces</b>	<b>Standard Setup Cost</b>
Cloister Club (caterer prep space included)	\$450.00
Courtyard	\$450.00
Dance Room	\$450.00
East Lounge	\$360.00
Library & Lounge (caterer prep space included)	\$450.00
Max Palevsky Cinema	\$450.00
Room 117 Conference Room	\$175.00
Talbot Foyer (Main Lobby)	\$450.00
Third Floor Theater (caterer prep space included)	\$450.00
West Lounge	\$360.00



**Audio/Visual Equipment**

<b>A/V Equipment In-House Inventory</b>	<b>Price</b>
Dance Floor (Reynolds Club)	\$55.00
LCD Projector	\$175.00
LCD Projector (Ida Noyes - Cloister Club)	\$200.00
LCD Projector (Ida Noyes – Max Palevsky Cinema)	\$325.00
Lighting System (Max Palevsky Cinema)	\$0.00
Mic - Handheld Wired	\$10.00
Mic - Wireless Lav/Hand	\$60.00
Outside Rentals	Cost + 20%
Paper/Flip Chart & Markers	\$40.00
Screen (6' or 8')	\$0.00
Sound Sys.-Standard with (3) wired mics maximum	\$95.00
Sound System – Portable Bluetooth	\$65.00
Sound System w/ 1 Wired Mic (Ida Noyes - Cloister Club)	\$150.00
TV (Reynolds Club)	\$25.00
<b>Audio Visual Staffing</b>	<b>Price Per Hour (Cannot be Prorated)</b>
A/V Technician (Cloister Club)	\$325 Half Day(Under 5 Hours)/\$650 Full Day (5-10 hours)

**Building Service Fees**

<b>Staffing</b>	<b>Price</b>
Building Manager*	\$30.00/hour
Custodial/Functional Housekeeper (4-hour minimum)*	\$47.00/hour
Event Set-up Change Fee	\$150.00
Custom Set-up Fee	\$150.00
Early Morning & Sunday Event Fee	\$150.00 per space (up to 2 spaces)
<i>This fee applies to any event with access between 6am-9am Monday-Saturday or all day on Sundays</i>	\$500.00 flat fee for 3+ spaces
<b>*Per hour, cannot be prorated</b>	



**Mandel Hall User Fees**

Event Type	Cost
Rehearsal	\$200.00
Event: Lectures, Ceremonies, and Presentations (Up to 6 hours of use)	\$900.00
Event: Music Ensembles (Up to 6 hours of use)	\$800.00
Unscheduled Hours (with Manager approval)	\$75.00/hr

**Mandel Hall Staffing Fees (per hour, cannot be prorated)**

	UC Departments
Mandel Hall Technician (2 Hour Min.)	\$35.00/hr
Custodial (4 Hour Min.)	\$47.00/hr

**Rates to Use Mandel Hall for Video & Photography**

	UC Departments
Monday – Thursday; 10am-4pm	\$190
Monday – Thursday; 4pm-9pm	\$190.00 + \$35.00/hr
Friday – Saturday; 9am-2pm	\$190.00 + \$35.00/hr
Friday – Saturday; 2pm-9pm	\$600.00 + \$35.00/hr
Sunday; 10am-4pm	\$600.00 + \$35.00/hr
Sunday; 4pm-9pm	\$190.00 + \$35.00/hr

**Cancellation Policy**

Reservations should be cancelled as soon as possible for the use of that space. Fees will apply for labor and rentals that have been ordered for your event and cannot be cancelled. Cancellation fees are scaled by the amount of days prior to the event that we receive cancellation:

Days Prior to Event	Cancellation Fee
60-30 Days	50% of total charges
29-15 Days	75% of total charges
14 days or less	100% of total charges