

## Albany State University Facility Rental Fee Schedule 2019-2020

The University reserves the right to adjust all facility rates, direct costs, etc., at any given time without notice. The University will provide clients with notice of changes as early as possible.

<u>FACILITY</u>	<u>DESCRIPTION</u>	<u>FOR-PROFIT</u>	<u>NON-PROFIT</u>
<b>Student Center - East</b>			
2-156, 2-157 and 2-158	Ballrooms	\$1,500.00	\$1,000.00
2-175	Conference Room	\$200.00	\$100.00
2-176	Conference Room; connected to Café	\$250.00	\$125.00
<b>Student Center - West</b>			
C-266	Large Event Rooms	\$1,500.00	\$1,000.00
C-266 South	Large Event Rooms	\$750.00	\$500.00
C-266 North	Large Event Rooms	\$750.00	\$500.00
C-252	Meeting Room with Round Tables	\$300.00	\$200.00
C-203	Conference Room	\$250.00	\$125.00
C-251	Yoga Room	\$200.00	\$100.00
C-250	Lobby/Common Area Upstairs	\$150.00	\$75.00
C-178	Game Room	\$125.00/2 hours	\$75.00/2 hours
C-109	Downstairs Lobby	\$150.00	\$75.00
C-160	Lobby/Common Area Downstairs	\$150.00	\$75.00
<b>J Building - West</b>			
J-171	Theatre	\$1,800.00	\$1,000.00
J-159 and J-162	Men's and Women's Dressing Rooms	\$50.00	\$50.00
J-121 - 126	Whole Multipurpose Room	\$600.00	\$300.00
J-121 - 123 or J-124 - 126	Half Multipurpose Room	\$300.00/\$100.00 per room	\$150.00/\$50.00 per room
J-128	Classroom	\$150.00	\$75.00
J-133	Lecture Hall	\$300.00	\$150.00
J-100	Lobby	\$150.00	\$75.00
J-132	Computer Lab	\$200.00	\$100.00
J-129	Computer Lab	\$250.00	\$125.00

<b>B Building - West</b>			
B-101	Lecture Hall	\$150.00	\$75.00
<b>G Building - Library West</b>			
G - 132	Computer Lab	\$250.00	\$125.00
<b>L Building - West</b>			
L - 114	Lecture Hall	\$150.00	\$75.00
L - 127	Lecture Hall	\$300.00	\$150.00
<b>BCB Building - East</b>			
BCB - 150	Auditorium	\$1,000.00	\$500.00
BCB - 151	Lobby/Atrium Downstairs	\$150.00	\$75.00
BCB - 172	Conference Room	\$300.00	\$150.00
BCB - 207	Foyer/Atrium Upstairs	\$150.00	\$75.00
<b>JPL - Library East</b>			
JPL - 114	Lecture Hall	\$300.00	\$150.00
<b>Physical Education (E Building) - West</b>			
E-119	Arena	\$1,500.00	\$1,000.00
E-101	Rec Gym	\$500.00	\$250.00
E-135	Pool and Gallery	\$500.00	\$250.00
E-136	Wet Room	\$80.00	\$40.00
E-112	Computer Lab	\$250.00	\$125.00
E-121	Lobby	\$150.00	\$75.00
E-206	President's Club	\$200.00	\$100.00
Locker Rooms	Men's and Women's	\$80.00	\$40.00
<b>HPER - East</b>			
HPER-105	Gym	\$750.00	\$500.00
HPER-106	Ticket Booth	\$50.00	\$50.00
HPER-107	Atrium/Lobby	\$150.00	\$75.00
HPER-108	Concessions	NON-RENTAL SPACE	NON-RENTAL SPACE
HPER-110	Pool Atrium	\$150.00	\$75.00
HPER-113	Pool and Gallery	\$500.00	\$250.00
HYPER-115	Lobby/Atrium	\$150.00	\$75.00
HPER-123A and 125A	Men's and Women's Pool Lockers	\$80.00	\$40.00
HPER - 144	Dance Room	\$200.00	\$100.00

<b>Orene Hall - East</b>			
Orene-103	Large Event Space	\$650.00	\$325.00
Orene - 104	Conference Room	\$200.00	\$100.00
<b>Lovett Hall - East</b>			
Lovett - 1001	Large Event Space	\$750.00	\$500.00
<b>Outside Facilities</b>			
Baseball Field West	Baseball Field no lights	\$250.00	\$150.00
	Baseball Field w/ lights	\$500.00	\$300.00
Soccer Fields West	Soccer Field no lights	\$250.00	\$150.00
	Soccer Field w/ lights	\$500.00	\$300.00
Softball Field West	Softball Field no lights	\$250.00	\$150.00
	Softball Field w/lights	\$500.00	\$300.00
Tennis Courts West	Tennis Courts no lights	\$250.00	\$150.00
<i>(includes Pavilion Rental)</i>	Tennis Courts w/lights	\$500.00	\$300.00
Tennis Pavilion ONLY	Pavilion	\$400.00	\$200.00
Coliseum	Stadium East	\$5,000.00	\$2,500.00
IM Field - West	IM Field	\$200.00	\$100.00
Football Practice Field	Football Practice Field	\$200.00	\$100.00
Track Practice Field	Track Practice Field	\$200.00	\$100.00
5K Course	Trails	\$250.00	\$250.00
Cross Country Track	Cross Country Course	TBD	TBD
<b>ADDITIONAL INFORMATION</b>			
Pool Party Package: \$200; includes 2 hours of swim & 2 lifeguards for 25 people; \$10/per person above 25; \$100/per additional hour			

• **Non Profit Entities** are defined as those organizations that in their daily operations do not make a monetary profit on the goods and services they provide, i.e., state of federal agencies, charitable organizations, school systems, etc. On occasion, outside organizations will provide potential benefits to the University in terms of marketing, recruitment opportunities, partnerships, corporate donations, etc. In these limited situations, the department involved with the organization shall submit a written request to the ASU Events Office requesting a reduction/waiver of the approved fee schedule. Such a request must justify the benefit to be derived by the University. **Agency must provide proof of 501 (c)3 status by submitting to the Events Office the letter from the IRS authorizing such status in order to receive pricing as a non-profit entity.**

• **Game Room** is **ONLY** available to rent when classes are not in session.

• **East/West** denotes campus location.

# Albany State University

## Direct Cost Fee Schedule

### 2019-2020

**Albany State University has sole discretion to determine the number of personnel to be used at each event. All direct hourly costs are billed at a four (4) hour minimum, to include one (1) hour prior and one (1) hour post event. The University reserves the right to adjust all facility rates, direct costs, etc., at any given time without notice. The University will provide clients with notice of changes as early as possible.**

IT Support	\$50/hour		
Facility Supervisor	\$50/hour		
Custodial Support	\$15/hour		
Police	\$30/hour		
Setup Fees - Tables and Chairs	\$600 Flat Fee for Arena/HPER		
	\$300 Flat Fee for C-266, Ballrooms		
	\$150 Flat Fee for J Multi's/ Orene/ Lovett		
	\$75 Flat Fee for C-252 and C-203		
Stage Skirting	\$150/skirt + \$30 per extra day	cost determined by size of stage	
Dance Floor	\$750 Flat Fee		
Stage	\$500 Flat Fee		
Vinyl Floor Covering (HPER)	\$300 Flat Fee		
Carpet Floor Covering (Arena)	\$400 Flat Fee		
Round Tables, 5 ft.	\$7.50/table		
Banquet Tables, 6 ft.	\$7.50/table		
Chairs, black mesh	\$1.50/chair		

- **ASU guest WIFI available.**
- **Clients are responsible for leaving the event space as found. Should it be determined that additional cleaning be completed, additional fees will be assessed. Replacement of or repair to damaged property will be invoiced to the rental client at the cost charged to the institution for said service or replacement.**