

# EVENTS, CAMPS & CONFERENCES DEPARTMENT RATES

**COOK UNION** The R.C. Co 272,000-square-foot center conveniently houses the Barnes and Noble Bookstore, Image Center, P

A U-Shaped (24)	620	29'6" x 29'5"				\$40 / \$50
B	3,000	73'10" x 39'3"	130	92	230	\$50 / \$60
C Classroom (27)	575	24'9" x 19'3"				\$40 / \$50
D Conference (14*)	620	29'6" x 29'5"				\$50 / \$60
H Hollow Square (32*)	620	29'6" x 34'6"				\$50 / \$60
G	1,800	49'3" x 34'6"	80	60	125	\$45 / \$55
Lobby	~ 5,000	73'10" x 39'3"	130	92	230	
Game Room		38'2" x 71'4"				\$55 / \$105

the Joe Paul Student Theater, a stadium-style 324 cinema and auditorium.

227 Gold Leaf Room (14*)	542	31' x 18'				\$85 / \$125
228 Classroom (24)	615	20'6" x 30'				\$70 / \$110
229 U-Shaped (24)	558	31' x 18'				\$70 / \$110
231 Polly Stout Dining (18)	558	31' x 17'6"		For dining purposes only		\$90 / \$120
Grand Ballroom	8,440	199'9" x 126'3"	450	352	840	\$1020
Ballroom I	2,813	66'7" x 41'1"	120	112	250	\$285 / \$340
Ballroom II	2,813	66'7" x 41'1"	120	112	250	\$285 / \$340
Ballroom III	2,813	66'7" x 41'1"	120	112	250	\$285 / \$340
Pre-function Space	~ 5,000	Room rentals required for use of space.				
Presidential Suite		Contact President's Office for reservation inquiries.				
Joe Paul Student Theater	9,000				324	\$500 / \$700
All Second Floor Rooms	7,709 (excludes Theater)					\$900 / \$1,100
Entire Facility	16,149 (excludes Theater)					\$2,120

**TRENT LOTT CENTER** This 53,000-square-foot building embodies Greek revival-style architecture, which contains elements symbolizing persistence and strength. The glass staircase encapsulated in the rotunda is the focal point of this magnificent structure. Events, Camps and Conferences manages first floor operations in the S

Quad Room (4 rooms)	3,904	80'8" x 56'	192	150	300	\$500 / \$600
Quad Combo (2 rooms)	1,952	80'8" x 28'	80	90	150	\$250 / \$300
Quad Individual Room	976	34'10" x 28'	40	45	72	\$125 / \$250
101 Classroom	995	29'8" x 33'4"		40	80	\$75 / \$100
102 Classroom	1,013	34' x 33'4"		40	80	\$90 / \$115
Classroom Combined	2,026	63'8" x 33'4"		90	180	\$165 / \$215
Rotunda (reception -100)		55'11" diameter				\$300

# MOST FREQUENTLY REQUESTED EQUIPMENT

## AUDIOVISUAL EQUIPMENT

Projection Screen	\$5
LCD Projector	\$70
Hand/Corded Microphone with Lectern	\$20
Hand/Wireless Microphone with Lectern	\$25
Wireless Lavalier Microphone	\$25
Portable Sound System	\$50

## MEETING SUPPLIES/SERVICES

Flipchart Easel with Pad and Markers	\$10
Dry-Erase Board with Markers	\$5
A-Frame Easel	Complimentary
Wireless Presentation Remote	\$5
Skirted Table	\$5
Extension Cord	Complimentary
Lecterns (Standing or Tabletop)	Complimentary
Backdrop (Per 8-10 ft section)	\$30
Wireless Access	Complimentary

## MISCELLANEOUS ITEMS

Piano (Upright)	\$50
Grand Piano (Only available in ballrooms)	\$100
Crowd-Control Stanchions	\$5 each
Stage* (4-ft. x 8-ft. sections/inside use only)	\$5 -\$100
Dance Floor* (2-ft. x 12-ft. and 30-ft. x 30-ft. available)	\$50-\$300

\*Price determined by size requested.

**All prices are inclusive per day. All prices are subject to change. Damaged or lost equipment will result in a replacement or repair charge.**

## MISCELLANEOUS FEES

All events are subject to the following fees:

**OVERTIME FEE:** If an event requires the facility to operate outside of normal facility hours, a fee of \$100 per hour will be charged, which includes the setup and tear down times required.

**CANCELLATION/NO-SHOW FEE:** A flat fee of \$35 will be charged if a cancellation of a reservation is not received at least two business days in advance. Ballrooms and the Trent Lott National Center require one month cancellation notice or a flat fee of \$100 will be assessed.

**CHANGEOVER FEE:** Any change-over or rearrangement of a standard set room or changeover during an event will require a \$35 minimum fee per room.

**CUSTODIAL FEE:** This \$50 fee applies to all food events up to and every subsequent incremental attendees. A fee is also charged to any event leaving excessive carpet stains, garbage, etc. Mylar balloons, confetti and glitter are expressly prohibited and use of them will result in additional fees. Events taking place in the Trent Lott National Center, Monday — Friday, after 1:30 p.m. and on weekends, are assessed a minimum \$60 fee.

**HOLIDAY FEE:** Clients requesting to schedule events during university holidays and building closures (intersession periods) will be charged an overtime fee. The fee will be a 4-hour minimum, \$400 and an hourly rate, \$100 for each additional hour in conjunction with any other room and equipment fees.

**RUSH FEE:** A \$50 fee may be charged to an organization submitting a request or making changes to an event less than three business days prior to the event. Changes include setup, adding rooms, equipment, etc. All late requests must also be approved by the Union Department.

For additional policies and information, visit [usm.edu/union](http://usm.edu/union) or call 601.266.4399