



Scope:

This policy provides guidance for determining charges to institutional events and external events by the Office of Space Reservations and Event Management. The purpose of this policy is to ensure sound business practices, clarify the Space Reservations and Event Management support services responsibility, event organization responsibility, safety and maintenance and care of the facilities.

Policy Statement:

Rates are set in place to secure event space, set-up and the use of event furniture within the university. Students that pay student fees can use space at no charge for University-sanctioned events on behalf of their student organization or academic department. Current students who desire to use space for personal use or external events will be charged.

Groups using the university facilities must comply with the University policies, regulations and all federal and District of Columbia laws. Washington DC fire and safety codes are to be adhered to by both institutional and external events while using University space. Events require review by a member of the Space Reservations and Event Management team prior to the event.

Definitions:

- Internal events: Events that are generated by faculty, staff or students that require their active participation. An event agenda may be requested prior to the event for review. This also includes Trustees and Alumni conducting University business.
 - Space rental fees are waived for student events. Student events have a target audience of current UDC students. Events should have at least 80% student attendance in the audience.
- Institutionally affiliated events: Externally focused events that are generated by UDC affiliates, ex. students, staff, faculty, alumni or trustee. Events could be externally funded but must be coordinated on behalf of the UDC affiliate.
- External events: Events that are generated by outside groups or organizations with external funding without active participation from UDC faculty, staff or students.



RATE SCHEDULE

Note: All rates include necessary and appropriate professional and/or technical staff unless otherwise stated. All contract hours are strictly enforced. If the client fails to terminate the event and vacate the facility as contracted, a fee of 25% of the total contracted amount will be charged for each additional hour or fraction thereof.

Space	Half Day Rate (up to 4 hours)	6 Hours Contracted	8 Hours Contracted
University Theater of the Arts	\$2,400.00	\$2,900.00	\$4,100.00

Space	Hourly Rate	Half Day Rate (up to 4 hours)
Class Rooms	N/A	\$200.00
Small Auditoriums	N/A	\$300.00
Windows Lounge	N/A	\$500.00
Gymnasium Floor	\$125.00	\$500.00

If the event requires additional services, the following fees apply.

Additional Costs	
Custodial	\$35.00 per hour/per staff*
Security	\$45.00 per hour/per officer

(The number of Officers required per event is determined by the Office of Public Safety).

STUDENT CENTER			
Space		Half Day Rate (up to 4 hours)	
Room	Capacity	Institutionally Affiliated Events	External Events ^{1 2}
Small Conference Rooms	8	\$200.00	\$400.00
Medium Conference Rooms	10-16	\$300.00	\$500.00
Heritage Hall	200-250	\$500.00	\$1000.00
Ballroom Pre-Event Area	75-100	\$300.00	\$600.00
Ballroom B (Small Section)	100-150	\$400.00	\$700.00
Ballroom A (Large Section)	150-250	\$600.00	\$1100.00
Ballroom A-B (Both Sections)	300-400	\$900.00	\$1600.00
Outdoor Terrace (Level 1)	100-150	\$300.00	\$600.00

Daily Rate (up to 8 hours)			
Small Conference Rooms	8	\$300.00	\$600.00
Medium Conference Rooms	10-16	\$500.00	\$800.00
Heritage Hall	200-250	\$900.00	\$1800.00
Ballroom Pre-Event Area ³	75-100	\$500.00	\$1000.00
Ballroom B (Small Section)	100-150	\$700.00	\$1200.00
Ballroom A (Large Section)	150-250	\$1100.00	\$2000.00
Ballroom A-B (Both Sections)	300-400	\$1700.00	\$3000.00
Outdoor Terrace (Level 1)	100-150	\$500.00	\$1000.00

¹ External events that are hosted by University-affiliated persons (faculty, staff, alumni, trustees, donors, etc.) may be eligible to receive a discount on the space rental.

² Van Ness community events will receive a 25% Community Discount on the External Event rates.

³ No charge for space if used in conjunction with event in the whole Ballroom.

Hourly Rate for Additional Time			
Small Conference Rooms	8	\$25	\$50
Medium Conference Rooms	10-16	\$50	\$75
Heritage Hall	200-250	\$100	\$200
Ballroom Pre-Event Area ⁴	75-100	\$50	\$100
Ballroom B (Small Section)	100-150	\$75	\$125
Ballroom A (Large Section)	150-250	\$125	\$225
Ballroom A-B (Both Sections)	300-400	\$200	\$350
Outdoor Terrace (Level 1)	100-150	\$50	\$100

Additional Costs	
Custodial	\$35.00 per hour/per staff*
Security	\$45.00 per hour/per officer
Additional building/event staff	\$35.00-\$45.00 per hour

*Custodial costs included in base room rental rate. Fee listed for additional cleaning costs.

Expectations for space use:

- The space will be used for the purpose expressed in the original request.
- The space should be returned to its original arrangement at the completion of the event.
- Any items used for event (e.g. banners or supplemental furniture) should be removed at the completion of the event.
- Damage, carpet stains and broken equipment (e.g. tables, chairs, a/v equipment) in the space may result in the charge of the cost of repair.

⁴ No charge for space if used in conjunction with event in the whole Ballroom.



- Do not remove any equipment (e.g. tables, chairs, a/v equipment) from the space you have reserved or any other space in the building.
- Prohibited: Candles or any other flame source, glitter, taping or push-pin banners/poster/signs on any painted or fabric walls (please make arrangements for appropriate display equipment.)
- Failure to adhere to these guidelines and policies may result in the denial of future use of university facilities.
- The Space Reservations and Event Management Office reserve the right to amend these policies at any time.