

Meeting Rooms/Auditorium Rental Information

Purpose: Maintain a repair and replacement reserve fund for the meeting rooms effective 07/01/05.

Extension faculty and staff use of the educational wing will be charged to their departments' Org. number and a department, grant, or indirect fund will be needed to hold room reservations.

The Program and Staff Development Section will pick up the cost of meeting rooms/auditorium and equipment rates for in-service training.

When multiple sections use the educational wing together, they will have to decide whose budget to charge it to.

Meeting rooms/auditorium and equipment rates will be charged according to the charts below:

Internal Rates	Auditorium		Classrooms (each)	
	Mon - Fri	Weekend*/ Holiday	Mon-Fri	Weekend*/ Holiday
Half Day **	\$15.00	\$50.00	\$10.00	\$25.00
Full Day	\$30.00	\$75.00	\$20.00	\$50.00

Equipment Rental Rates (flat fees):

Large Screen Projector	\$15.00
Overhead Projector	\$15.00
Slide Projector	\$15.00
VCR/Monitor	\$15.00

Use of conference rooms located on each floor and the auditorium and meeting rooms in the educational wing must be scheduled by the receptionist. For the educational wing, priority will be given to official extension meetings. Others may use the facility on a space available basis. Appropriate fees may be charged for use by non-Extension related groups.

No food or drink is allowed in the auditorium at any time.

Meeting Room Rates (External)

External Rates	Auditorium		Classrooms (each)	
	Mon - Fri	Weekend*/ Holiday	Mon-Fri	Weekend*/ Holiday
Half Day **	\$125.00	\$200.00	\$100.00	\$150.00
Full Day	\$200.00	\$325.00	\$150.00	\$250.00

Equipment Rental Rates (flat fees):

Large Screen Projector	\$15.00
Overhead Projector	\$15.00
Slide Projector	\$15.00
VCR/Monitor	\$15.00