

ROOM RENTAL RATES & FEES



FEES

Equipment & Technology Fees

Video Projector	\$50 flat fee
Audio Stack- (w/ one microphone)	\$50 flat fee
Additional Microphone	\$10 flat fee
Flat screen TV	\$50 flat fee
Speakerphone w phone line (call-out only)	\$10 flat rate + actual usage
Hardwired Internet Connection (event holder provides own computer)	\$10 flat fee
White Board & markers	\$30 flat fee
Added Stage (up to four 4'x4' pieces)	\$50 per piece flat fee
Podium	\$10 flat fee

Staffing/Personnel Fees

Included with every room rental:

- Room and equipment set up & consultation prior to day of event (as detailed on confirmation sheet)
- Information & directions for event participants from Front Desk volunteers
- General security presence in building

Events may warrant additional security due to size, activities, and/or alcohol consumption.

Events that run over their scheduled time, or past the building's open event times will require additional personnel and will be charged to the event holder.

Additional staff during regular room rental hours	\$40/hour per person
Additional staff outside of room rental hours	\$80/hour per person
Event runs over reserved time	Hourly rate is doubled
Changes to room setup within 48 hours of booking time	\$75 flat fee
Custom Lighting (for Rainbow Room)	Call for quote
Technical Support (on-site technical support during event)	Call for quote

Cleaning Fees for Food, Beverages, Alcohol and Catering:

Please note charges for serving food and/or drink apply whether the food/drink is provided by your organization, a caterer, or any other source. Please also note there can be no cooking in the facility. Reheated and catered food only. Please also note our no open flame policy and [prohibited items in the facility](#).

Small Event (2 – 42 people) with beverages & snacks	\$20
Small Event (2 – 42 people) box lunch and/or dinner	\$35
Small Event (2 – 42 people) alcohol surcharge	\$15
Small Event (2 – 42 people) catered	call for quote
Large Event (43 or more people) with beverages & snacks	\$40
Large Event (43 or more people) with box lunch or dinner	\$75
Large Event (43 or more people) alcohol surcharge	\$25
Large Event (43 or more people) catered	call for quote
Use of kitchenette (available in Rainbow Room and room 204)	\$75
Waste bins unsorted (waste contaminating and not sorted in trash, recycling, and compost correctly)	\$50 - \$200

Additional charges may be due if the equipment and/or facilities are damaged.

RENTAL RATES

Rooms	Standard Set Ups Available (and capacities)					Square Footage	Regular Hourly Rate	Large* Nonprofit Rate	Small** Nonprofit Rate
	Auditorium	Class Room	Board Room	Banquet Style	Standing Room Only				
Gallery	39				90	635	\$75	\$60	\$45
201	42	18	20		42	630	\$75	\$60	\$45
203			10		21	315	\$40	\$32	\$24
204	50		20		113	794	\$75	\$60	\$45
Rainbow Room	150	80		110	263	1,810	\$200	\$160	\$120
Building Common Spaces (by Special Arrangement)									
1 st Floor Lobby							\$80	\$64	\$48
2 nd Floor Lobby							\$80	\$64	\$48
Roof Terrace					49	735	\$100	\$80	\$60
David Bohnett Cyber Center		9					\$75	\$60	\$45

*Nonprofits with budgets over \$500k and government departments receive 20% off regular rates

**Small nonprofits with budgets under \$500k receive 40% off regular rates

***Center volunteers, staff and/or major donors qualify for 20% off regular rates; contact the Room Rental Coordinator for more information