

Student Center

Room Rental Rates*** and Rental Policies

<u>Room</u>	<u>Off Campus Rate</u>	<u>On Campus Rate</u>
Storer Ballroom	\$110.00 an hour	\$55.00 an hour**
Rams Den	\$110.00 an hour	\$55.00 an hour**
Blue/Grey	\$30.00 an hour	\$15.00 an hour**
Cacapon	\$15.00 an hour	\$7.50 an hour**
Shenandoah	\$15.00 an hour	\$7.50 an hour**
Rumsey Gallery	\$30.00 an hour	\$15.00 an hour**
Cumberland	\$30.00 an hour	\$15.00 an hour**
Potomac	\$20.00 an hour	\$10.00 an hour**
Bistro	\$60.00 an hour	\$30.00 an hour**
Patio (Includes Grill)	\$30.00 an hour	\$15.00 an hour**
Games Zone (All Areas)	\$80.00 an hour	\$65.00 an hour**/\$45/Hr.*
Games Zone (Bowling)	\$60.00 an hour	\$ 50.00 an hour**/\$35/Hr.*
Games Zone (Billiards)	\$35.00 an hour	\$ 30.00 an hour**/\$22.50/Hr.*

1. For room reservation hours occurring before or after regular Student Center operating hours registered student groups and University Departments are charged \$25.00 an hour. If a student groups/department has an event during regular operating hours there is no additional charge unless they are charging admission/registration fee/meal charge. If the registered student group /department is charging for the above, they will be charged \$25.00 an hour for room rental from the time their event begins until it ends and the Student Center is secured.
2. A \$25 per hour per employee fee may be charged to any sponsoring group for expenses incurred from the set-up/clean-up and/or event management that is required. This cost will be reflected in an adjusted invoice that will be sent to the individual/organization upon the conclusion of their event.
3. An additional \$25.00/hour technology fee will be charged to any off-campus group that pays a room rental fee while using the Cumberland Room, Storer Ballroom or Reynolds Hall built-in computer and projection/monitor systems.
4. Games Zone listed activity pricing is in effect for all non-reserved events.
5. All groups will be charged \$1.50 per requested table cloth.
6. No individual or off-campus organization may reserve Student Center rooms or University outdoor spaces to sponsor bands or concerts either directly or through a promoter. All Shepherd organizational concert and band events are subject to review by University Police and the Student Center Programming Team before they are scheduled/confirmed. If a decision is made that police coverage is required, the group scheduling the event is responsible for paying all

police/security costs. Any exceptions to this policy must be approved by the Student Center Director.

7. No student group/department shall reserve space/meeting room for an off-campus group due to liability and set up arrangement concerns. All off-campus groups will be charged the off-campus rate or conference per person rate for use of all on campus facilities or as stated in the use policies for a particular venue. If it is determined that a student organization/department has reserved space for an off-campus group, the off-campus rate or conference rate for that space/meeting room will be invoiced to that student group/department.
8. If a group requests to hold an event outside regular Student Center operating hours, the availability of Student Center staff must be determined before the event is confirmed/scheduled and all associated labor costs will be paid by the organization.
9. All groups/individuals requesting Student Center Sound Technician equipment and labor will be charged \$25 per hour for each technician needed for the event and all in house equipment required. This is in addition to room rental rates. All Program Board and Student Center sponsored events are not charged.
10. All Off-Campus or individual users may request space for a private, public, or invitation only event, anytime. All requests are subject to approval by the Student Center Director or by the Assistant Director.
11. Any room reservation request for a date that is a University Holiday would be subject to pay a labor charge of 2.5 times the listed rate per hour per staff member and the request would be subject to the availability of staff.
12. All reservations are subject to approval by the Student Center Director or the Assistant Director.
 - * Only Registered Student Clubs and Organizations qualify for this rate.
 - ** Only faculty, staff, and students, may qualify for this rate. Shepherd University Departments are subject to this rate.
 - *** Most room rental rates are charged from the beginning of the scheduled event until the end. Off-campus and on-campus individuals scheduling a private or invitation only event are limited to a 4 hour free set up/take down time prior to or after their scheduled event not requiring an employee to be present. Additional hours will be invoiced at the established room rental rate. An additional charge of \$25 per employee/per hour may apply for any event set up/take down time that requires employee(s) to be present.

10/28/2015