



Non RSO Student Groups

Student Engagement Fund Recipients, Graduate Orgs, Religious Orgs (7/2024)

Qualifications

To qualify for these discounted rates, you must be one of the following:

- **Student Engagement Fund (SEF) Recipient.** SEF is awarded to non-RSO groups on an annual basis by [Center for Leadership and Involvement](#) (CLI).
- **Graduate Student Organization.** Graduate student organizations are registered with their specific graduate school, and membership is typically exclusive to graduate students.
- **Religious Student Organizations.** These groups are registered with the [Office of Spiritual Life](#), but may not be Registered Student Organizations (RSOs).

Restrictions

Because these groups are not open to all members, or are not registered with the Center for Leadership and Involvement, some restrictions apply.

- Reservation Limits
 - 10 meeting spaces per Quarter (30 per year)
 - 3 event spaces per Quarter (9 per year)
 - 10 marketplace tables per Quarter (30 per year)
- Meeting Rooms are booked after RSO space lottery has concluded
- For SEF groups:
 - Requests for space may only be made after funding has been awarded.
 - Requests for space may only be made for the academic year in which the funds were granted.

Aside from the specifics contained within this document, all other RSO policies apply.



Reynolds Club & Bartlett Hall Room Rates

| Spaces | Room Fee |
|--|-----------|
| Bartlett Lounge | \$10 |
| FXK Theater | \$50 |
| Hutchinson Commons | \$50 |
| Marketplace Table | No Charge |
| McCormick-Tribune Lounge | \$50 |
| South Lounge | \$50 |
| RC 002a Conference Room | \$10 |
| RC 010 Conference Room | \$10 |
| <i>*Hutch Commons and Hallowed Grounds require additional fees to shut down retail operation</i> | |

Ida Noyes Hall Room Rates

| Event Space | Room Fee |
|---|----------|
| Cloister Club (caterer prep space included) | \$50 |
| East Lounge | \$50 |
| Library & Lounge (caterer prep space included) | \$50 |
| Max Palevsky Cinema | \$50 |
| Room 117 Conference Room | \$10 |
| Talbot Foyer (Main Lobby) | \$50 |
| Third Floor Theater (caterer prep space included) | \$50 |
| West Lounge | \$50 |

Mandel Hall

| Spaces | Half Day (up to 6 hours) | Full Day (over 6 hours) |
|--|--------------------------|-------------------------|
| Rehearsal Days (No Audience) Monday-Thursday | \$200 | \$300 |
| Event Days (Audience) & Fri-Sun Rehearsals (No Audience) | \$550 | \$775 |
| Add Dressing Rooms to any rehearsal or event (includes daily custodial service) | \$50 | |
| Unscheduled Extensions (not prorated) | \$150/hour | |
| Dark Days (maintain setup, no access) | 25% of Full Day Rate | |

Classrooms

| Spaces | Room Fee |
|--------|----------|
| Harper | \$10 |
| Stuart | \$10 |



Quads and Outdoor Spaces

| Spaces | Room Fee (per day) |
|----------------------|---------------------------|
| Hutchinson Courtyard | \$50 |
| Ida Noyes Courtyard | \$50 |
| Quads | No Charge |

Equipment

| Student Centers Equipment Rentals | Price |
|--|------------------|
| Dance Floor (Reynolds Club) | \$100 |
| LCD Projector (Portable) | \$90 |
| LCD Projector (Cloister Club, Mandel Hall) | \$100 |
| LCD Projector (Ida Noyes – Max Palevsky Cinema) | \$200 |
| Mic - Handheld Wired | \$10 |
| Mic - Wireless Lavalier or Handheld (may require technician) | \$50 |
| Screen (6' or 8') – Included with projector | No Charge / \$50 |
| 2 Speaker Sound System (4 mics maximum, at additional cost) | \$65 |
| Sound System – Portable Bluetooth | \$40 |
| TV Cart (Reynolds Club only) | \$25 |
| Vendor Equipment Rentals | Price |
| Furniture and Staging Rentals | Cost +5% |
| AV Equipment Rentals | Cost +5% |
| Retail/A La Carte Supplies | Price |
| Flip Chart Pad & Markers (includes 1 pad and 4 markers) | \$40 |
| Gaffer's Tape (2" Black, 1 roll) | \$25 |
| AAA or AA Batteries (Professional Grade, 4 Pack) | \$2 |
| 9V Batteries (Professional Grade, each) | \$2 |
| Mandel Hall Specific Equipment | Price |
| Concert Acoustic Shell (Includes setup labor) – No charge for consecutive days | \$100 |
| Choral Risers (Includes setup labor) – No charge for consecutive days | \$100 |
| Marley Dance Floor (Includes setup labor) – No charge for consecutive days | \$250 |
| Extra Audience Seating (per row) (includes labor) – No charge for consecutive days | \$75 |
| Additional Sound, Lighting, and Video Equipment | As Quoted |

**Note – Additional Seating Rows take up stage/pit space*



Building Services and Staffing

| Staff/Service (Hourly unless noted otherwise. Minimums may apply) | Price |
|--|--------------|
| Building Manager | \$25/hour |
| Housekeeper (Duration of Event plus cleanup, 4 hr min outside of business hours) | \$47/hour |
| Post Event Catering Cleanup (Pre-scheduled, business hours only) | \$75 |
| Post Event Catering Cleanup (Unscheduled or Unauthorized) | \$200 |
| Catering Coordination Fee (for all events with catering onsite) | \$25 |
| Piano Tuning (Includes holding room for tuning) | \$150 |
| AV/Performance Student Technician (Student Centers Team, 2 hour minimum) | \$24/hour |
| AV/Performance Professional Technician (Student Centers Team, 4 hour minimum) | \$35/hour |
| Extension of Building Hours (Per Building, includes regular building staff) | \$100/hour |

Cancellation Policy

Reservations should be cancelled as soon as possible for the use of that space. Fees will apply for labor and rentals that have been ordered for your event and cannot be cancelled. Cancellation fees are scaled by the amount of days prior to the event that we receive cancellation:

| Days Prior to Event | Cancellation Fee |
|----------------------------|--|
| 31+ days | No Charge |
| 30 to 15 Days | 25% of Room Rate |
| 14 to 3 days | 50% of estimated charges + Full labor |
| 2 days or less | 100% of charges or \$150, whichever is greater |
| No Show (Day Of Event) | 100% of charges or \$300, whichever is greater |