



2019 Facility Pricing
Office Hours 8 a.m. – 5 p.m.
Daily Rates Capped at 4 Hours

Rental Space	Attendee Maximums	Non-Members	Members and Non-Profits	After Hours Fees
Small Seminar Room 1	20 at tables 32 chairs only	\$40 per hour \$160 per day	\$30 per hour \$120 per day	Before 7:30 a.m. or after 5 p.m. additional \$30 per hour
Large Seminar Room 2	30 at tables 50 chairs only	\$55 per hour \$250 per day	\$40 per hour \$160 per day	Before 7:30 a.m. or after 5 p.m. additional \$30 per hour
Combined Seminar Rooms 1 and 2	50 at tables 80 chairs only	\$95 per hour \$380 per day	\$70 per hour \$280 per day	Before 7:30 a.m. or after 5 p.m. additional \$30 per hour
Lobby Reception Area and Patio	75 Standing	\$65 per hour \$260 per day	\$50 per hour \$200 per day	Before 7:30 a.m. or after 5 p.m. additional \$30 per hour
Lobby Reception Area and Patio, Plus Combined Seminar Rooms	150 standing	\$160 per hour \$640 per day	\$120 per hour \$480 per day	Before 7:30 a.m. or after 5 p.m. additional \$30 per hour
Conference Room	10 around board room table	\$50 per hour \$200 per day	\$35 per hour \$140 per day	Before 7:30 a.m. or after 5 p.m. additional \$30 per hour

Note:

- All meetings must conclude by 9 p.m.
- A \$7 linen fee is added for each buffet table used. Most events with food/drinks require 2-3 tables. As an alternative, clients may use bare academic tables at no charge. They are 2' x 5' compared to buffet tables which are 3' x 6'. Please specify on your event reservation form.
- Clients are responsible for any damages to the facility during the event.