

APPENDIX A
ROSEMAN UNIVERSITY
FACILITIES USE FEE SCHEDULE (1)

Area	Size/ Occupancy	Duration	Commercial Rates	Non-Profit Rates	Total Hours	Fee Total
Auditorium/ Student Commons	100	Hourly**	\$50	\$40		
Auditorium/ Student Commons	100	Full Day (2)	\$400	\$320	N/A	
Classroom	Large/100-120	Hourly**	\$50	\$40		
Classroom	Large/100-120	Full Day (2)	\$400	\$320	N/A	
Classroom	Small/ 30-35	Hourly**	\$40	\$30		
Classroom	Small/ 30-35	Full Day (2)	\$300	\$240	N/A	
Soriano Conf. Room	Large/ 20-25	Hourly**	\$30	\$20		
Soriano Conf. Room	Large/ 20-25	Full Day (2)	\$250	\$200	N/A	
Discovery 2 nd Floor Lobby	30-50	Hourly **	\$40	\$30		
Discovery 2 nd Floor Lobby	30-50	Full Day (2)	\$300	\$240	N/A	
Breakthrough Lobby/Atrium	100	Hourly	\$50	\$40		
Breakthrough Lobby/Atrium	100	Full Day (2)	\$400	\$320	N/A	
TOTAL FACILITIES USE FEES						

** Two-hour minimum

(2) 8:00 am – 5:00 pm; After hours at hourly rate plus security fees.

OTHER FACILITIES FEES

Fee Type	Rate	Total Hours	Fee Total
Damage Deposit	\$250	N/A	
Security (Fees based on event)	\$40/ Hour		
Day Porter (Fees based on event)	\$25/ Hour (2-hour minimum)		
TOTAL OTHER FACILITIES FEES			

Normal security hours are Monday – Friday 8:00 am - 5:00 pm. Events reserved for times outside of normal security hours may be subject to additional security fees. This includes extra hours for set-up and take down. Events with more than 100 people may require extra security personnel.



TECHNOLOGY SERVICES FEES

Fee Type	Rate	Total Hours	Fee Total
IT Setup Fee	\$25	N/A	
IT After Hours Onsite Tech Support	\$40/ hour		
Technology Use Fee: Classroom (Access to equipment available in podium (PC, ELMO, DVD, Mics, WiFi)	\$200.00	N/A	
Technology Use Fee: Conf. Room (Access to presentation screens and/or projector, phone, PC, WiFi)	\$75.00	N/A	
Technology Use Fee: Auditorium (Access to equipment available in podium, projector, mics, WiFi)	\$150.00	N/A	
TOTAL TECHNOLOGY SERVICES FEES			

TOTAL EVENT FEES

Facilities Use Fee	
Damage Deposit	
Security Fee Total	
Day Porter Fee Total	
IT Setup Fee	
IT Tech Support Fee	
Technology Use Fee	
TOTAL AMOUNT DUE WITH CONTRACT	

(1) Fee schedules and other fees/costs may be adjusted from time to time by Roseman University.