

**ALL CAMPUS FACILITIES
GUIDELINES: GENERAL FEE STRUCTURE**

Columbia Building Codes: CLEM (Frank G. Clement Building), GYM (W. J. "Billy" Webster Athletic Center), HS (Health Sciences), WLHB (Waymon L. Hickman Building), JSC (James H. Jones, Jr. Student Center), WRWB (William R. Walter Building), WARF (Howard J. Warf Building), **Extended Campuses:** EC

Facility and Service Rental Charges

<u>Facilities</u>	<u>Location</u>	<u>Daily Charge Maximum</u>	
Classrooms	All	\$ 15/hr.	\$ 100
Cherry Theater (seats 500)	WLHB	\$100/hr.	\$ 500
Conference Room (seats 12-15)	WLHB/EC	\$ 20/hr.	\$ 80
Computer Labs	CLEM/WARF/WLHB/EC	\$ 50/hr.	\$ 200
Distance Education Classroom*	WARF/WLHB/EC	\$ 50/\$100 hr.	*
Jones Student Center:			
Cafeteria	JSC	\$ 50/hr.	\$ 100
Napier Room	JSC	\$ 30/hr.	\$ 150
Kitchen (if available)	EC	\$ 15/hr.	\$ 60
Large Meeting Room (seats 50+)	EC	\$ 30/hr.	\$ 120
Ledbetter Auditorium (seats 200)	CLEM	\$ 50/hr.	\$ 200
Training Room (seats 70)	WLHB 123	\$ 60/hr.	\$ 200
Training Room (seats 30)	WLHB 122	\$ 40/hr.	\$ 120
Webster Athletic Center Gymnasium	GYM	\$ 50/hr.	\$ 300
Athletic Fields		\$ 15/hr.	
<u>Personnel Services</u>	<u>Location</u>	<u>Charge**</u>	
Chairs (set up & take down)	All	\$ 1 ea. (less than 12, no charge)	
Custodial****	All	\$ 25/hr./per Custodian	
Gym Floor, cover & uncover	GYM	\$ 70	
Large Stage (set up & take down)	All	\$ 100	
Microphones and Speakers (set up)	All	\$ 50	
Monitor/Proctor	All	\$ 15/hr.	
Pre/post-event room set-up/breakdown	All	\$ 25/hr.	
Post-event cleaning***	All	\$ 25	
Small Stage (set up & take down)	All	\$ 50	
Security****	Columbia Campus	\$ 25/hr. (minimum 4 hrs.)	
Tables (set up & take down)	All	\$ 3 ea. (less than 4, no charge)	
Technician (Media, audiovisual, and Distance Learning Support)	All	\$ 30/hr.	

<u>Equipment</u>	<u>Location</u>	<u>Charge</u>
Audiovisual cart (includes TV/VCR)	All	\$ 10/hr.
Podium and Speakers	All	\$ 20
PowerPoint projector or LCD panel (includes screen and computer if needed)	All	\$ 20/hr.
Miscellaneous equipment	All	\$20

*Non-profit individuals, groups, and organizations will be assessed \$50 per hour for use of a single site and an additional \$25 per hour support charge to transmit to each additional site. For-profit individuals, groups and organizations will be assessed \$100 per hour for use of a single site and an additional \$50 per hour support charge to transmit to each additional site.

**There may be other fees associated with an event. Charges may exceed those listed above if an outside contractor is used to deliver a service. Actual fees will be provided to the user prior to confirmation.

*** If the user does not request cleaning and the facility is left in such condition that cleaning is required beyond what is customarily required by regular use of the space, a cleaning fee of \$25 per hour will be billed to the applicant after the event.

****All custodial and security work required for use of facilities will be billed directly to the user. The director of facility services will determine the number of needed personnel.