

FACILITY POLICY
V. J. and Angela Skutt Student Center
Harper Center for Student Life and Learning

SECTION Reservations and Event Fees & Billing			NO. 4.1		
ISSUED April, 2007	REV. January 2011	REV. May 2011	REV.	REV.	REV.
POLICY Rental Usage Fees			PAGE 1 OF 4		

PURPOSE: To assure all clients of the Skutt Student Center and Harper Center for Student Life and Learning are aware of fees that are applicable when using the facility, and define customer tier assignments.

SOURCE: Skutt Student Center Advisory Board and Harper Center for Student Life and Learning Administration

POLICY: The following page contains a chart of fees for the Skutt Student Center and Harper Center for Student Life and Learning. Below are the client tiers for which charges are based.

Tier definitions:

Tier 1 – Registered Student Organizations & University Departments- Any student organization officially registered with the Student Activities Office or any University department/organization that utilizes University finances to underwrite their event.

Tier 2 – Affiliate- Any student/faculty/staff/alum wishing to use space and underwriting the cost with personal or outside group funds, including, but not limited to, any event where admission is charged, any event that is co-sponsored with a non Creighton group and any event that raises money for a University department.

Tier 3 – Public- Any client not qualifying for Tier 1 or 2 rates.

Payment Information:

Remit payment to-

Business Manager
 Skutt Student Center
 2500 California Plaza
 Omaha, NE 68178

Basic room rates listed in the table include setup labor, tables, chairs and basic event equipment. It does not include dedicated staff/labor during an event, catering charges and additional event specific charges may apply. Additional event specific charges are outlined in policies 4.3 - 4.13.

Skutt Student Center and Harper Center for Student Life and Learning Rental Fees

Meeting Rooms and Spaces	Tier 1- Registered Student Organizations & University Departments	Tier 2- Affiliate	Tier 3- Public
<i>Skutt Student Center Space</i>			
Meeting Rooms (Room 104, 105 and 209)	No User Fee	\$75.00	\$150.00
Mutual of Omaha Ballroom			
Entire	No User Fee	\$600.00	\$1200.00
Two-Thirds	No User Fee	\$400.00	\$800.00
One-Third	No User Fee	\$200.00	\$400.00
Ballroom A	No User Fee	\$100.00	\$200.00
Ballroom B	No User Fee	\$100.00	\$200.00
Ballroom C	No User Fee	\$100.00	\$200.00
Ballroom D	No User Fee	\$100.00	\$200.00
Ballroom E	No User Fee	\$100.00	\$200.00
Ballroom F	No User Fee	\$100.00	\$200.00
Ballroom AB	No User Fee	\$150.00	\$300.00
Ballroom BC	No User Fee	\$150.00	\$300.00
Ballroom DE	No User Fee	\$150.00	\$300.00
Ballroom EF	No User Fee	\$150.00	\$300.00
Outside Balcony	No User Fee	\$50.00	\$100.00
Building Commons	No User Fee	\$50.00	\$100.00
Lobby Table (1)	No User Fee	\$50.00	\$100.00
Additional Lobby Table	No User Fee	\$10.00 per table	\$25.00 per table
Outdoor Table (1)	No User Fee	\$100.00	\$200.00
Additional Outdoor Table	No User Fee	\$10.00 per table	\$25.00 per table
<i>Harper Center Space</i>			
2060	No User Fee	\$75.00	\$125.00
2066	No User Fee	\$75.00	\$125.00
3023	No User Fee	\$100.00	\$200.00
3023 A	No User Fee	\$100.00	\$200.00
3023 B	No User Fee	\$100.00	\$200.00
3023 Entire	No User Fee	\$300.00	\$600.00

Meeting Rooms and Spaces	Tier 1- Registered Student Organizations & University Departments	Tier 2- Affiliate	Tier 3- Public
3026	No User Fee	\$75.00	\$150.00
3027	No User Fee	\$75.00	\$150.00
3027A	No User Fee	\$75.00	\$150.00
3027 Entire	No User Fee	\$150.00	\$300.00
3028	No User Fee	\$75.00	\$150.00
3028 A	No User Fee	\$75.00	\$150.00
3028 B	No User Fee	\$75.00	\$150.00
3028 C	No User Fee	\$75.00	\$150.00
3028 Entire	No User Fee	\$300.00	\$600.00
3029	No User Fee	\$75.00	\$150.00
3029 A	No User Fee	\$75.00	\$150.00
3029 Entire	No User Fee	\$150.00	\$300.00
3048	No User Fee	\$75.00	\$150.00
3053	No User Fee	\$75.00	\$150.00
4006	No User Fee	\$50.00	\$100.00
Hixson-Lied Auditorium	No User Fee	\$500.00	\$1,000.00
Ahmanson Ballroom			
Entire	No User Fee	\$800.00	\$1,600.00
Three-Fourths	No User Fee	\$450.00	\$900.00
One-Half	No User Fee	\$300.00	\$600.00
One-Fourth	No User Fee	\$150.00	\$300.00
<i>Additional Charges</i>			
Early/Late Open (hourly)	\$35.00	\$100.00	\$150.00
Special Building Open (per day)	\$125.00	\$250.00	\$350.00
No show	\$50.00	\$100.00	\$200.00
Late cancellation	\$25.00	\$50.00	\$100.00
Late change	Labor charge	Labor change	Labor change
Late payment	Minimum 10% of total bill	Minimum 10% of total bill	Minimum 10% of total bill
Down payment	No User Fee	Minimum ½ of Total Rental Amount	Minimum ½ of Total Rental Amount
Equipment operator (hourly)	\$32.00	\$32.00	\$32.00
Excessive cleaning	Minimum of \$10.00	Minimum of \$10.00	Minimum of \$10.00
Special equipment rental	Client pays 100%	Client pays 100%	Client pays 100%