

**FACILITY POLICY**  
**V. J. and ANGELA SKUTT STUDENT CENTER**

SECTION Building Processes		NO. 3.8			
ISSUED April, 2007	REV.	REV.	REV.	REV.	REV.
POLICY Rental Usage Fees		PAGE OF 1 2			

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

**SOURCE:** Skutt Student Center Advisory Board

**POLICY:** On the following page one will find a chart of fees for room usage in the Skutt Student Center. Below are the client tiers for which charges are based.

Tier definitions:

Tier 1 – Any registered student organization by the Student Activities Office or any University department/organization that utilizes University finances to underwrite their event.

Tier 2 – Any student /faculty/staff/alum or University entity wishing to use space and underwriting the cost with personal or group finances (non-University funds).

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

\_\_\_\_\_  
 Signature/Date  
 Skutt Student Center Advisory Board Member

\_\_\_\_\_  
 Signature/Date  
 Vice President for Student Services or  
 Designated Representative

## *Skutt Student Center Rental Fees*

Rooms and Spaces	Tier 1 - Registered Student Organizations & University Departments	Tier 2 - Affiliate	Tier 3 - Public
Meeting Rooms (Room 104, 105, 209)	No user fee	\$75.00	\$200.00
Mutual of Omaha Ballroom:			
One-third	No user fee	\$200.00	\$400.00
Two-thirds	No user fee	\$400.00	\$800.00
Full	No user fee	\$600.00	\$1,200.00
Ballroom A (single section)	No user fee	\$75.00	\$200.00
Ballroom B (single section)	No user fee	\$75.00	\$200.00
Ballroom C (single section)	No user fee	\$75.00	\$200.00
Ballroom D (single section)	No user fee	\$75.00	\$200.00
Ballroom E (single section)	No user fee	\$75.00	\$200.00
Ballroom F (single section)	No user fee	\$75.00	\$200.00
Ballroom AB (two sections)	No user fee	\$150.00	\$300.00
Ballroom BC (two sections)	No user fee	\$150.00	\$300.00
Ballroom DE (two sections)	No user fee	\$150.00	\$300.00
Ballroom EF (two sections)	No user fee	\$150.00	\$300.00
Outside Balcony	No user fee	\$50.00	\$100.00
Building Commons	No user fee	\$50.00	\$75.00
Lobby Tables	No user fee	\$50.00	\$75.00
Early/Late Opening (per hour)	\$20.00	\$20.00	\$30.00
Special Building Opening (per day)	\$150.00	\$150.00	\$250.00
No Show	\$25.00	\$25.00	\$25.00
Late Cancellation*	\$25.00	\$25.00	\$25.00
Late Change	Labor cost	Labor cost	Labor cost
Late Reservation*	\$10.00-\$50.00	\$10.00-\$50.00	\$10.00-\$50.00
Down Payments	No user fee	50% daily rental	50% daily rental
Equipment Operator (per hour)	\$32.00	\$32.00	\$32.00
Special Equipment Rentals	Client pays 100%	Client pays 100%	Client pays 100%

**Definitions:**

- Tier 1 – 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 – Any student/faculty/staff/alum wishing to use space and underwriting the cost with personal or outside group funds (ex. Weddings, co-sponsored conferences, etc)
- Tier 3 – Any client not qualifying for Tier 1 or 2 rates.

\* 24 hours notice required  
Updated 6/09