

## Centralized Reservations Room Rental Rates

\*Room Rental Fees are based on the following tier levels:

- Tier 1 (University) – Any student organization officially registered with the Student Activities Office or any University department/organization
- Tier 2 (Affiliate) – Any student/faculty/alum wishing to reserve space
- Tier 3 (Public) – Any client that does not qualify for Tier 1 or 2 rates

RATES INCLUDE SET-UP AND EXISTING AUDIOVISUAL EQUIPMENT

### Skutt Student Center Rates

Space Type	Tier 1	Tier 2	Tier 3
Meeting Rooms (104, 105 and 209)	No User Fee	\$75.00	\$150.00
Mutual of Omaha Ballroom <i>*For Wedding Receptions, please contact Centralized Reservations*</i> <i>*For pricing on specific sections of the ballroom, contact Centralized Reservations*</i>	No User Fee	\$600.00	\$1200.00
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 per table	\$200.00 per table
Additional Outdoor Table	No User Fee	\$10.00 per table	\$25.00 per table

### Harper Center Rates

Space Type	Tier 1	Tier 2	Tier 3
Hixon-Lied Auditorium	No User Fee	\$500.00	\$1000.00
Ahmanson Ballroom <i>*For Wedding Receptions, please contact Centralized Reservations*</i> <i>*For pricing on specific sections of the ballroom, contact Centralized Reservations*</i>	No User Fee	\$800.00	\$1600.00
Meeting Room 3023 Entire <i>*For pricing on specific sections of the ballroom, contact Centralized Reservations*</i>	No User Fee	\$300.00	\$600.00
Meeting Room 3026	No User Fee	\$75.00	\$150.00
Meeting Room 3027 Entire <i>*For pricing on specific sections of room 3027, contact Centralized Reservations*</i>	No User Fee	\$150.00	\$300.00
Meeting Room 3028 Entire <i>*For pricing on specific sections of room 3028, contact Centralized Reservations*</i>	No User Fee	\$200.00	\$400.00
Meeting Room 3029 <i>*For pricing on specific sections of room 3029, contact Centralized Reservations*</i>	No User Fee	\$150.00	\$300.00
Harper Classrooms (2060, 3033, 3035, 3036, 3040, 3042, 3047, 3053, 4053) <i>*Standard set-up is a classroom layout and cannot be changed*</i>	No User Fee	\$50.00	\$100.00
Harper Classroom (3048)	No User Fee	\$75.00	\$150.00

<i>*Standard set-up is a classroom layout and cannot be changed*</i>			
<b>Additional Charges</b>			
Charge Type	Tier 1	Tier 2	Tier 3
Ballroom Coat Check <i>*required for duration of event*</i>	\$8.00/hr.	\$8.00/hr.	\$8.00/hr.
Catering Exclusivity Food Violation	Minimum \$50.00	Minimum \$50.00	Minimum \$50.00
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 \$25.00	Minimum of \$25.00	Minimum of \$25.00
Facility Services	Contact Centralized Reservations for Pricing		
Fire Watch <i>*2 Hour Minimum Required*</i>	Contact Centralized Reservations for Pricing		
Late Cancellation	\$50.00	\$100.00	\$200.00
Late Change	Labor Charge	Labor Charge	Labor Charge
Late Payment	Minimum 10% of total bill		
No Show	\$50.00	\$100.00	\$200.00
Office Suite Table Delivery	\$25.00	\$25.00	\$25.00
Public Safety Officer (PSO) <i>*4 Hour Minimum is Required, (1) PSO per 200 event attendees*</i>	\$25.00	\$25.00	\$25.00
Special Building Openings			
Early/Late Openings (hourly)	\$35.00	\$100.00	\$150.00
Special Building Opening (per day)	\$125.00	\$250.00	\$350.00
Special Equipment Rental	Client pays 100%	Client pays 100%	Client pays 100%

***\*For Classroom Rates please refer to the Academic Room Capacity and Rental Rate Form\****

**Centralized Reservations**  
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