

## Facility Scheduling Fees

All outside use of all facilities must be scheduled through the scheduling office of the Physical Plant by calling (910) 893-1616. The following fee structure will apply. *The fee schedule is the guide to be used for outside groups. Groups such as Churches, the County, and non-profit organizations may be reviewed by the President's Cabinet for appropriate charges.*

- Turner Auditorium
  - \$350 for the first 8 hours
    - \$65 per each additional hour
    - \$1,000 maximum for 24 hours
  
- Rumley Center
  - \$200 for the first 8 hours
    - \$25 per each additional hour
    - \$400 maximum for 24 hours
  
- Saylor Park
  - \$100 per event
    - Maximum 8 hours per event
  
- Alumni Room
  - \$150 per event (food is extra)
  
- Camel Room
  - \$150 per event (food is extra)
  
- Presidents Room
  - No Fee Associated, President's use only
  
- Shouse
  - \$150 per event (food is extra)
  
- Lecture Halls
  - \$150 for the first 8 hours
    - \$35 per each additional hour
    - \$500 maximum for 24 hours
  
- Classrooms
  - \$100 for the first 8 hours
    - \$25 per each additional hour
    - \$200 maximum for 24 hours
  
- Theater
  - \$250 for the first 8 hours
    - \$50 per each additional hour
    - \$750 maximum for 24 hours
  
- Concert Hall

- \$250 for the first 8 hours
  - \$50 per each additional hour
  - \$750 maximum for 24 hours
- Convocation Center Arena (Hospitality Suite not included)
  - \$3,500 for the first 8 hours
    - \$1,000 per each additional 4 hours
    - \$5,000 maximum for 24 hours
- McCall Court
  - \$1,000 for the first 8 hours
    - \$500 per each additional 4 hours
    - \$2,000 maximum for 24 hours
- Media Room (Convocation Center)
  - \$100 for the first 8 hours
    - \$35 per each additional hour
    - \$200 maximum for 24 hours
- Carter Gym
  - \$1,000 for the first 8 hours
    - \$500 per each additional 4 hours
    - \$2,000 maximum for 24 hours

Additional fees may apply in every location. Fees include but are not limited to: sound, lighting, security, set up, loading and unloading, food, etc. at the costs indicated below:

- Sound/Audio Visual           \$20 per hour per technician
- Lighting                       \$20 per hour per technician
- Certified Security           \$40 per hour for two officers  
\$20 extra per officer per hour
- \*Campus Security           \$15 per hour per person
- Loading/Unloading         \$20 per hour per employee
- Food Cost                     Based on selection from the on-line menu

(Housekeeping and General Service set up charges are included in Facility Charges.)

(Aramark is the university's exclusive food service provider. All requests for food service must be made through Aramark. No outside caterers may be used without the written consent of the university.)