



Facilities Use Expenses

RATES FOR FACILITY USE

PART 1

BUILDING	ROOM #	MAX CAPACITY	COST/FULL DAY	COST/ ½ DAY
Student Services & Tech Center	200	100 persons	\$350.00	\$175.00*
Description: Classroom style room with tables and chairs. Equipped with a projector/screen and sound system.				

BUILDING	ROOM #	MAX CAPACITY	COST/DAY	COST/ ½ DAY
Gurley Hall	1124	52 persons	\$100.00	\$50.00*
Description: Lecture style room with desk-and-seat combo. Equipped with a projector/screen and sound system.				

BUILDING	ROOM #	MAX CAPACITY	COST/DAY	COST/ ½ DAY
Gurley Hall (Whole Area)	Commons Area	500 persons	\$350.00	\$175.00*
Gurley Hall (up to 2 tables & 4 Chairs)	Commons Area	–		\$25/4 hours
Description: Banquet hall style area. Not equipped with a projector/screen or sound system. Additional requests are needed for visuals and/or sound.				

BUILDING	ROOM #	MAX CAPACITY	COST/DAY	COST/ ½ DAY
Calvin Hall (Auditorium)	248 A	90 persons	\$125.00	\$65.00*
Description: Auditorium style room with desk-and-seat combo. Not equipped with a projector but does have a built in screen.				
Calvin Hall (Auditorium)	248 B	102 persons	\$150.00	\$75.00*
Description: Auditorium style room with desk-and-seat combo. Equipped with a projector/screen system and sound system.				
Calvin Hall (Auditorium)	248 C	98 persons	\$125.00	\$65.00*
Description: Auditorium style room with desk-and-seat combo. Not equipped with a projector but does have a built in screen.				
Calvin Hall (Auditorium)	All Sections	252 persons	\$350.00	\$175.00*
Description: Large auditorium style room with desk-and-seat combo. Equipped with a projector/screen system and sound system.				
* A half-day will either be a morning session (8am – 12pm) or an afternoon session (1pm – 5pm) ONLY . A combination of morning and afternoon hours (example: 10am – 3pm) will be considered a full-day				

OVERTIME RATES FOR PERSONNEL PART 2

DEPARTMENT	Staff	OVERTIME RATE
Campus Police	Officer/Security	\$42.00/hour/employee
<i>For every 50 people, one security officer must be present</i>		
Physical Plant	Custodial/Maintenance	\$31.50/hour/employee
<i>This includes set up, take down, & clean up</i>		
Information Technology Services	Technical Assistant	\$33.60/hour/employee
<i>This includes set up, walk-through, & technical support throughout event</i>		
These labor rates reflect a 40% fringe benefit charge on top of regular labor rates. Overtime rate is then calculated at 150% of that amount.		
Example:	(\$15.00 + 40%) (\$15.00 + \$6.00) \$21.00 – True Cost of Labor (\$21.00) 150% = \$31.50 – Overtime Cost of Labor	

