

USC&A Space Rental Rates 2016 – 17

University Student Commons. Larrick Student Center and Hunton Student Center Spaces	Student Organization Use⁽¹⁾	Department Use⁽³⁾	VCU Health Services Use	Non-University Use	Conference Use
	<i>Rate Per Hour</i>	<i>Rate Per Hour</i>	<i>Rate Per Hour</i>	<i>Rate Per Hour</i>	<i>Rate Flat Fee per day</i>
All Catering/Service Kitchens	\$90 (flat rate fee)	\$95 (flat rate fee)	\$95 (flat rate fee)	\$110 (flat rate fee)	\$100
Common Ground	\$25	\$35	\$55	\$85	\$250
Commons Theater	\$30	\$45	\$65	\$85	\$500
Commons Theater Reg. & Concessions	\$35 (flat rate fee)	\$50 (flat rate fee)	\$70 (flat rate fee)	\$95 (flat rate fee)	\$150
Commons Kiosk	\$35 (flat rate fee)	\$50 (flat rate fee)	\$70 (flat rate fee)	\$105 (flat rate fee)	\$150 (flat rate fee)
Commonwealth Ballroom (A - B)	\$35	\$55	\$85	\$130	\$750
Commonwealth Ballroom A (1/3)	\$20	\$30	\$40	\$50	\$200
Commonwealth Ballroom B (2/3)	\$30	\$40	\$60	\$90	\$300
James River Terrace	\$130 (flat rate fee)	\$135 (flat rate fee)	\$145 (flat rate fee)	\$210 (flat rate fee)	\$200
Richmond Salons (I – IV)	\$35	\$55	\$85	\$135	\$600
Richmond I, II, III, IV (1/4)	\$15	\$25	\$25	\$50	\$150
Richmond I-II, III-IV (1/2)	\$25	\$25	\$45	\$100	\$300
Richmond Lounge	\$130 (flat rate fee)	\$135 (flat rate fee)	\$155 (flat rate fee)	\$175 (flat rate fee)	\$200
Virginia Room (A – D)	\$30	\$40	\$45	\$90	\$500
Virginia A, B, C, D (1/4)	\$15	\$25	\$30	\$30	\$125
Virginia A-B, C-D (1/2)	\$20	\$30	\$35	\$50	\$250
Virginia A-B-C, B-C-D (3/4)	\$25	\$35	\$40	\$70	\$375
Alumni Association Board Room	\$25	\$35	\$45	\$50	\$100
Canal Room	\$15	\$25	\$30	\$35	\$75
Forum Room	\$25	\$35	\$50	\$65	\$300
Metro Room	\$15	\$25	\$30	\$30	\$50
Shockoe Room	\$20	\$30	\$35	\$35	\$100
Church Hill Board Room	\$25	\$35	\$50	\$65	\$90
Court End Ballroom (A-B)	\$45	\$55	\$75	\$135	\$500

Court End Ballroom A	\$25	\$35	\$40	\$75	\$250
Court End Ballroom B	\$25	\$35	\$40	\$75	\$250
Jackson Ward Room (A-B)	\$20	\$25	\$45	\$65	\$400
Jackson Ward Room A	\$15	\$20	\$25	\$35	\$200
Jackson Ward Room B	\$15	\$20	\$25	\$35	\$200
Hunton Student Center 1 st Floor Lounge	\$35	\$45	\$85	\$200	\$500
Hunton Student Center 1 st Floor Conference Room	\$25	\$30	\$55	\$70	\$100
Hunton Student Center SGA Conference Room	\$20	\$25	\$50	\$60	\$75
Commons Plaza	\$55	\$75	\$95	\$205	\$400
RENTALS AND SALES	Student Organization Use⁽¹⁾	Department Use⁽²⁾	VCU Health Services Use	Non-University Use	Conference Use
Sales and Solicitation Table	\$35/day	\$45/day	\$65	N/A	\$70/day
No Show Fee	Cancellation fee plus room rate plus any labor and setup fees	Cancellation fee plus room rate plus any labor and setup fees	\$100 Cancellation fee plus room rate plus any labor and setup fees	\$200 Cancellation fee plus room rate plus any labor and setup fees	\$200 Cancellation fee plus room rate plus any labor and setup fees
Early Opening/Late Closing building fee	\$50	\$100	\$125	\$150	\$200
Late Cancellation Fee (standard rooms ⁽⁴⁾ with less than 3 business days in advance)	\$30	\$65	Room rate plus any labor and setup fees	Room rate plus any labor and setup fees	Room rate plus any labor and setup fees
Late Cancellation Fee (non-standard rooms with less than 10 business days in advance)	\$55 plus any labor	\$90 plus any labor	Room rate plus any labor and setup fees	Room rate plus any labor and setup fees	Room rate plus any labor and setup fees
Late Room Request (standard rooms only)	\$30	\$65	\$110 plus room rate	\$150 plus room rate	\$200 plus room rate
Late Room Request	\$50 plus any labor and setup fees	\$75 plus any labor and setup fees	\$110 plus room rate	\$150 plus room rate	\$200 plus room rate
Late Cancellation Fee (table)	\$30/day	\$40/day	\$70/day	\$100	\$120
Late Table Request	\$30/day	\$40/day	\$70/day	\$100	\$120
Ticket Handling Charges	\$0.00 for Free Tickets \$25.00 for Ticket Sales \$100.00 for Tickets for events at Siegel, Altria Theater, etc.	\$50 or \$.50 per ticket over 100	N/A	N/A	N/A
Excessive Cleaning Charge	\$55	\$65	\$75	\$100	\$105
Break Point Games & Lounge	Max Occupancy 120 5 pool tables, 50 tokens, video games – 2 hours - \$275 5 pool tables, 100 tokens, video games – 3 hours - \$325				

LABOR CHARGES	Standard
Student A/V labor	\$45 charge for a minimum of 3 hours \$12/hour for any part of an hour after 3 hours
Student Manager	\$22/hour
Information Assistant	\$16/hour
Facility Assistant	\$16/hour
Housekeeping (Weekday Evening)	\$15.00/hour per Housekeeping for a minimum of 1 hour
Housekeeping (Weekend/Holiday)	\$20.00/hour per Housekeeper for a minimum of 2 hours and a minimum of 2 staff
VCU Police ⁽³⁾	\$40/hour for a minimum of 3 hours
LATE & ON-SITE REQUEST FEES	Within 10 business days of the Event
1 – 9 items, (chairs, tables, podium, stanchion, coat rack, cord cover, Dry Erase Board, easels, table skirts) is NO Charge .	
10 items or more, (chairs, tables, podium, stanchion, coat rack, cord cover, easels, table skirts) is a \$65 charge .	
Microphone - one wired	\$25
Furniture Re-set	\$65

NOTES:

1. Student Organizations are only charged rental fees if admission is charged for the event, vendors are charged to participate in the event and/or if the majority of the attendees are non-University.
2. These prices are based on market value replacement costs and are subject to change without notice when prices USC&A pays for goods increase.
3. **These rates are established by USC&A and are subject to change annually.**
4. Standard Rooms are Forum, Canal, Shockoe, Alumni Board Room, Metro, SGA Conference Room and Church Hill Board Room
5. Non-standard Rooms are Commonwealth Ballroom, Richmond Salons, VA Rooms, James River Terrace, Common Ground, Richmond Lounge, Theater, Court End Ballroom, Jackson Ward, Hunton Student Center 1st Floor Lounge and Commons Plaza.