

# USC&A Space Rental Rates 2018 – 19

(These rates are subject to change)

University Student Commons. Larrick Student Center and Hunton Student Center Spaces	Student Organization Use <sup>(1)</sup>	Department Use	VCU Health Services Use	Non-University Use	Conference Use
	Rate Per Hour	Rate Per Hour	Rate Per Hour	Rate Per Hour	Rate Flat Fee per day
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	\$100	\$90	\$100	\$105	\$750
Commonwealth Ballroom (A - B)	\$35	\$55	\$85	\$130	\$250
Commonwealth Ballroom A (1/3)	\$20	\$30	\$40	\$50	\$300
Commonwealth Ballroom B (2/3)	\$30	\$40	\$60	\$90	\$200
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	\$35	\$50	\$150
Richmond I-II, III-IV (1/2)	\$25	\$35	\$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
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 <sup>st</sup> Floor Lounge	\$35	\$45	\$85	\$200	\$500
Hunton Student Center 1 <sup>st</sup> Floor Conference Room	\$25	\$35	\$55	\$70	\$100
Hunton Student Center SGA Conference Room	\$20	\$25	\$50	\$60	\$75
Commons Plaza	\$55	\$75	\$95	\$205	\$400
Rams Lounge <sup>5</sup>	\$55	\$75	\$95	\$205	\$400
<b>RENTALS AND SALES</b>	<b>Student Organization Use<sup>(1)</sup></b>	<b>Department Use</b>	<b>VCU Health Services Use</b>	<b>Non-University Use</b>	<b>Conference Use</b>
Sales and Solicitation Table	\$35/day	\$45/day	\$65/day	\$70/day	\$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 <sup>(3)</sup> 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
Excessive Cleaning Charge	\$55	\$65	\$75	\$100	\$105

<b>LABOR CHARGES</b>		<b>Standard</b>
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	\$40/hour for a minimum of 3 hours	
<b>LATE &amp; ON-SITE REQUEST FEES</b>		<b>Within 10 business days of the Event</b>
1 – 9 items, (chairs, tables, podium, stanchion, coat rack, cord cover, Dry Erase Board, easels, table skirts) is <b>NO Charge</b> .		
10 items or more, (chairs, tables, podium, stanchion, coat rack, cord cover, easels, table skirts) is a <b>\$65 charge</b> .		
Microphone - one wired	\$25	
Furniture Re-set	\$65	

**NOTES:**

1. Student Organizations will be charged rental fees if there is an admission fee for the event, if vendors are being charged to participate in the event and/or if the majority of the attendees are non-University.
2. Departments and VCU Health Systems will be charged for rental fees if the event/meeting is not student focused or no involvement, if admission is being charged for the event, vendors are being charged to participate in the event and/or if the majority of the attendees are non-university.
3. Standard Rooms are Forum, Canal, Alumni Board Room, Metro, Hunton Student Center 2<sup>nd</sup> Floor Conference Room and Larrick Student Center Church Hill Board Room.
4. 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 1<sup>st</sup> Floor Lounge and Commons Plaza.
5. Price includes supervision costs only.