

USC&A Space Rental Rates 2019 – 2020

(These rates are subject to change)

University Student Commons, Larrick Student Center and Hunton Student Center Spaces	Student Organization Use ⁽¹⁾	Department Use	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	\$95 (flat rate fee)	\$100 (flat rate fee)	\$100 (flat rate fee)	\$115 (flat rate fee)	\$105
Commons Theater	\$35	\$50	\$70	\$90	\$505
Commons Theater Reg. & Concessions	\$40 (flat rate fee)	\$55 (flat rate fee)	\$75 (flat rate fee)	\$100 (flat rate fee)	\$155
Commonwealth Ballroom (A - B)	\$40	\$60	\$90	\$135	\$755
Commonwealth Ballroom A (1/3)	\$25	\$35	\$45	\$55	\$255
Commonwealth Ballroom B (2/3)	\$35	\$45	\$65	\$95	\$505
James River Terrace	\$135 (flat rate fee)	\$140 (flat rate fee)	\$150 (flat rate fee)	\$215 (flat rate fee)	\$205
Richmond Salons (I - IV)	\$40	\$60	\$90	\$140	\$605
Richmond I, II, III, IV (1/4)	\$20	\$30	\$40	\$55	\$155
Richmond I-II, III-IV (1/2)	\$30	\$40	\$50	\$105	\$305
Virginia Room (A - D)	\$35	\$45	\$50	\$95	\$520
Virginia A, B, C, D (1/4)	\$20	\$30	\$35	\$45	\$130
Virginia A-B, C-D (1/2)	\$25	\$35	\$40	\$55	\$260
Virginia A-B-C, B-C-D (3/4)	\$30	\$40	\$45	\$75	\$390
Alumni Association Board Room	\$30	\$40	\$50	\$55	\$105
SGA Senate Chambers	\$30	\$40	\$55	\$70	\$305
Metro Room	\$20	\$30	\$35	\$40	\$55
Shockoe Room	\$25	\$35	\$40	\$40	\$105
Church Hill Board Room	\$30	\$40	\$55	\$70	\$95
Court End Ballroom (A-B)	\$50	\$60	\$80	\$140	\$510
Court End Ballroom A	\$30	\$40	\$45	\$80	\$255
Court End Ballroom B	\$30	\$40	\$45	\$80	\$255
Jackson Ward Room (A-B)	\$25	\$30	\$50	\$70	\$405
Jackson Ward Room A	\$20	\$25	\$30	\$40	\$205
Jackson Ward Room B	\$20	\$25	\$30	\$40	\$205
Hunton Student Center 1 st Floor Lounge	\$40	\$50	\$90	\$205	\$505

Hunton Student Center 1 st Floor Conference Room	\$30	\$40	\$60	\$75	\$105
Commons Plaza	\$60	\$80	\$100	\$210	\$405
Rams Lounge ⁵	\$60	\$80	\$100	\$210	\$405
RENTALS AND SALES	Student Organization Use⁽¹⁾	Department Use	VCU Health Services Use	Non-University Use	Conference Use
Sales and Solicitation Table	\$40/day	\$50/day	\$70/day	\$75/day	\$75/day
No Show Fee ⁽⁶⁾	\$45	\$70	\$125	\$305	\$255
Early Opening/Late Closing building fee	\$55	\$105	\$130	\$255	\$205
Late Cancellation Fee ⁽⁶⁾	\$35	\$60	\$105	\$255	\$205
Late Space Request ⁽⁶⁾	\$55	\$80	\$115	\$205	\$155
Excessive Cleaning Charge	\$60	\$70	\$80	\$105	\$110
LABOR CHARGES			STANDARD		
Student A/V Tech labor ⁷	\$45 charge for a minimum of 3 hours \$12/hour for any part of an hour after 3 hours				
Student Manager	\$22/hour				
Information and 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	\$55/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)	NO Charge				
10 items or more (chairs, tables, podium, stanchion, coat rack, cord cover, easels, table skirts)	\$70				
Furniture Re-set	\$70				

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 2nd 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 1st Floor Lounge and Commons Plaza.
5. Price includes supervision costs only.
6. For Department, VCU Health Services, Non-University and Conference Use the No Show, Late Cancellation and Late Space Request Fees include the facility rental charges. For the Late Cancellation fee that timeline is any cancellation 24 hours in advance of the reservation.
7. AV Tech Staffing cannot be added on the day of an event.