

Room & Equipment Fees

Baylor University Departments & Student Organizations

If you charge guests to attend your event (i.e. conference, symposium, etc.) a facility rental fee will be assessed. Please see Room & Equipment Fees for rates. Rooms and equipment are subject to availability and distributed on a first come, first served basis (i.e. events that were scheduled first on a particular day will have first priority). Deposits are not necessary to reserve a room/facility. Payment (via inter-departmental process) for facility and equipment is due no later than (2) two weeks after the event. Checks payable to Baylor University. Please send to Associate Director of Student Activities/Student Union, Department of Student Activities, One Bear Place, #97063, Waco, TX 76798-7063

Non-Baylor Groups

Please contact Baylor Event Services 254.710.4105 to begin reservation process for a specific room or space in the SUB. Rates will be charged to all outside (*non-Baylor*) groups even if the event sponsor/requestor is a Baylor employee or student (i.e. civic group).- see Room & Equipment Fees for rates. Rooms and equipment are subject to availability and distributed on a first come, first served basis (i.e. events that were scheduled first on a particular day will have first priority). Deposits (for Barfield) or payments (for all rooms), including equipment payments, should be forwarded to Baylor Event Services, One Bear Place #97101, Waco, TX 76798-7101 within 10 business days of "tentative reservation" notification. Upon receipt of deposit/payment, the reservation will be confirmed.

Room Fees

Updated July 27, 2010

<u>Room</u>	<u>Usage Fee-Non-Baylor</u>		<u>Usage Fee-Baylor Department</u>	
<u>First Floor</u>	<u>0-4 hrs (per hr)</u>	<u>5+ hrs</u>	<u>0-4 hrs (per hr)</u>	<u>5+ hrs</u>
Den Area*	\$50	\$200	\$25	\$100
Sub Bowl	\$50	\$200	\$25	\$100

<u>Room</u>	<u>Usage Fee-Non-Baylor</u>		<u>Usage Fee-Baylor Department</u>	
<u>Second Floor</u>	<u>0-4 hrs (per hr)</u>	<u>5+ hrs</u>	<u>0-4 hrs (per hr)</u>	<u>5+ hrs</u>
Barfield**	\$200** flat fee	\$400** flat fee	\$100** flat fee	\$200** flat fee
Baines	\$30	\$120	\$15	\$60
Fentress	\$30	\$120	\$15	\$60
White	\$30	\$120	\$15	\$60
Beckham	\$30	\$120	\$15	\$60
Gregory	\$30	\$120	\$15	\$60
Loessin	\$30	\$120	\$15	\$60

<u>Room</u>	<u>Usage Fee-Non-Baylor</u>		<u>Usage Fee-Baylor Department</u>	
<u>Third Floor</u>	<u>0-4 hrs (per hr)</u>	<u>5+ hrs</u>	<u>0-4 hrs (per hr)</u>	<u>5+ hrs</u>
Claypool	\$30	\$120	\$15	\$60
Cowden	\$30	\$120	\$15	\$60
Lipscomb	\$30	\$120	\$15	\$60
Houston	\$30	\$120	\$15	\$60

Wedding Reception

Barfield*** \$1300 fee + \$300 refundable deposit = \$1600 TOTAL

- * Events held in these locations must allow for public access through designated entrance/exit pathways.
- ** Requires \$100 deposit to reserve. Deposit will be non-refundable if event is cancelled less than (10) ten business days before event was scheduled to take place.
- ** All other rooms require a \$50.00 deposit to reserve. The \$50.00 deposit is non-refundable if cancellation is less than (48) hours prior to when event was scheduled to take place.
- *** Wedding receptions are subject to building and staff availability. \$300 deposit is required to reserve the date. Remaining \$1300 is due 60 days prior to event. Deposit (\$300) and one half of the remaining balance (\$650) is forfeited if event is cancelled less than 30 days before event was scheduled to take place.

Equipment Fees

Updated July 27, 2010

Barfield Sound Package

Lectern/6'x8' stage/DLP projector/screen

Usage Fee

\$40.00

Options:

Barfield Only- Max 6 connections

Lectern

Staging-extra platforms- (max 6)

DLP projector w/screen

Lapel Mic (per mic) (max 2)

Standing Mic (per mic) (max 4)

Wireless Hand Mic (per mic) (max 2)

Usage Fee

\$20.00

\$20.00

\$20.00

\$5.00

\$5.00

\$5.00

Side Rooms

DLP Projector w/ screen (per room) Model- InFocus (max 4)

Screen only (max 4)

TV/DVD/VCR (max 2)

Usage Fee

\$20.00

\$5.00

\$25.00