

EVENT SERVICES FEES

Union Complex Student Organization Rates

Thad Cochran Center

Room (Capacity)	Square Footage	Banquet	Classroom	Theatre	1 - 4 Hours	4+ Hours
210	910	50	36	70	No	Charge
214	826	40	36	60	No	Charge
216	1,248	90	56	120	No	Charge
218	1,836	100	80	150	No	Charge
218A	918	50	40	60	No	Charge
218B	918	50	40	60	No	Charge
226 Exec. Boardroom (20)	615				No	Charge
227 Boardroom (20)	542.5				No	Charge
228 Classroom (20)	615				No	Charge
229 U-shaped (20)	558				No	Charge
231 Polly Stout Dining (18)	558				No	Charge
Grand Ballroom	8,440	500	350	938	\$300	\$600
Ballroom I	2,813	150	110	300	\$100	\$200
Ballroom II	2,813	150	110	300	\$100	\$200
Ballroom III	2,813	150	110	300	\$100	\$200
Prefunction Space	5,000 approx.					
Presidential Suite (30)	<i>Contact President's Office</i>					
Entire Facility	16,148.5				N/A	\$1,900
All Second Floor Rooms	7,708.5				\$710	\$940

R.C. Cook University Union

Room (Capacity)	Square Footage	Banquet	Classroom	Theatre	1 - 4 Hours	4+ Hours
A U-shaped (25)	620				No	Charge
B	3,000	170	92	230	No	Charge
D Conference (20)	478				No	Charge
H Hollow Square (30)	950				No	Charge
Hall of Honors	1,800	100	60	125	No	Charge
Lobby	5,000 approx.				No	Charge
Entire Facility	7,423					\$170

Eagle Alley

Room (Capacity)	Per hour	Up to 3 hours
R.C.'s Lounge (100)	\$50	\$100
Locker Room/game room (50)	\$50	\$100



THAD COCHRAN CENTER
THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Office of Event Services
118 College Drive #5067
Hattiesburg, MS 39406-0001
Tel: 601.266.4399
Fax: 601.266.5870
www.usm.edu/union/reservations

NOTE: Student organizations booking more than three rooms for an event or hosting a conference will be assessed department rental rates.

EVENT SERVICES FEES

Audiovisual Equipment	
LCD Projector	\$65
Hand/Corded Microphone w/ Lectern	\$15
Hand/Wireless Microphone w/ Lectern	\$15
Wireless Lavalier Microphone (\$100 deposit required)	\$20
Portable Sound System (includes 1 microphone)	\$25
VCR (Cochran Center only)	\$15
DVD (Cochran Center only)	\$15
35MM Slide Projector w/ Wireless Remote	\$5
Overhead Projector	\$5
Projection Screen	\$5
VHS Player w/ 33" Color Monitor on Cart	\$5

Limited quantity. If not available, an e-mail request should be sent to equipment.services@usm.edu.

Miscellaneous Items	
Piano (Upright)	\$50
Grand Piano	\$100
Crowd Control Stanchions	\$3 ea.
Stage (4 ft. x 8 ft. sections/inside use only)	\$5 ea.
Dance Floor (3 ft. x 3 ft. sections)	\$3 ea.
Meeting Supplies/Services	
Flipchart Easel w/ Pad and Markers	\$6
Additional Easel Pad	\$5
Dry-Erase Board w/ Markers	\$5
A-Frame Easel	Complementary
Laser Pointer / Wireless presentation remote	\$5
Draped Table	\$5 per table
Extension Cord	Complementary
Lecterns (<i>Standing or Table-top</i>)	Complementary
Copies	\$0.10 per copy
Fax (<i>Incoming/Outgoing</i>)	\$1 per page
Back Drop (<i>*Ballrooms include one 8-10 ft. section</i>)	\$20 per 8-10 ft. section
Conference Phone	\$50
Wireless Access <i>*available only upon request</i>	Complementary

ALL PRICES ARE INCLUSIVE PER DAY. ALL PRICES ARE SUBJECT TO CHANGE. DAMAGED OR LOST EQUIPMENT WILL RESULT IN A REPLACEMENT OR REPAIR CHARGE.

Overtime Fee:	If an event requires the facility to be open outside the normal operating hours, a fee of \$75/hour will be charged. Fee includes set-up and breakdown times. Student organizations will not be charged to extend hours on Friday and Saturday from 6 p.m. to 10 p.m.
Major Setups:	Major setups and breakdowns requiring additional student crew will be charged a \$35 fee. (Examples: Banquets, Preview, Job Fairs)
Cancellation Fee:	A \$35 fee will be charged if a cancellation of a room setup is not received 48 hours in advance. Ballroom requires one week cancellation notice or loss of security deposit.
Change-Over:	Any change-over or rearrangement of a standard set or of a set-up during an event will require a \$35 fee.
Custodial Fee:	A custodial fee may be applied to all food events. \$65 for 100 or more attendees / \$40 for fewer than 100 attendees. A fee will also be charged to any group that leaves a room with excessive carpet stains, garbage, etc.
Candle Use Fee:	A fee of \$100 will be charged once a semester for student groups and per event for other groups for candle use in R. C. Cook University Union. Candles are allowed in the Thad Cochran Center as table decorations only and must be in a container.
Security Deposit:	Deposits are due one month prior to the event and are returned based on cleanliness of facility at conclusion of event. (\$500 - Ballroom Booking; \$1,000 - Entire Union Complex)