

# EVENTS, CAMPS & CONFERENCES

## DEPARTMENT RATES



**COOK UNION** The R.C. Cook Union boasts 16,983 square feet of event and meeting space. This 50,000-square-foot complex features six meeting rooms, a grand pre-function area (lobby), game room, and Seymour's (Chick-fil-A and Subway).

| Room (Capacity)       | Sq. Ft.                    | Dimensions     | Banquet | Classroom | Theater | 1/2 Day** / Full Day** |
|-----------------------|----------------------------|----------------|---------|-----------|---------|------------------------|
| A U-Shaped (24)       | 620                        | 29'6" x 29'5"  |         |           |         | \$40 / \$50            |
| B                     | 3,000                      | 73'10" x 39'3" | 130     | 92        | 230     | \$50 / \$60            |
| C Classroom (27)      | 575                        | 24'9" x 19'3"  |         |           |         | \$40 / \$50            |
| D Conference (14*)    | 620                        | 29'6" x 29'5"  |         |           |         | \$50 / \$60            |
| H Hollow Square (32*) | 620                        | 29'6" x 34'6"  |         |           |         | \$50 / \$60            |
| G                     | 1,800                      | 49'3" x 34'6"  | 80      | 60        | 125     | \$45 / \$55            |
| Lobby                 | ~ 5,000                    | 73'10" x 39'3" | 130     | 92        | 230     |                        |
| Game Room             |                            | 38'2" x 71'4"  |         |           |         | \$55 / \$105           |
| Entire Facility       | 7,423 (Excludes Game Room) |                |         |           |         | \$300                  |

**COCHRAN CENTER** The Thad Cochran Center offers 16,149 square feet of event and meeting space. This 272,000-square-foot center conveniently houses the Barnes and Noble Bookstore, Image Center, Post Office, dining options and the Joe Paul Student Theater, a stadium-style 324 cinema and auditorium.

| Room (Capacity)             | Sq. Ft.                   | Dimensions  | Banquet                  | Classroom | Theater | 1/2 Day** / Full Day** |
|-----------------------------|---------------------------|---|--------------------------|-----------|---------|------------------------|
| 210                         | 910                       | 26' x 35'   | 50                       | 36        | 70      | \$95 / \$125           |
| 214                         | 826                       | 29'6" x 28'   | 40                       | 36        | 60      | \$85 / \$115           |
| 216 Barbara Ross Room       | 1,246                     | 39' x 32'   | 90                       | 56        | 120     | \$120 / \$150          |
| 218                         | 1,930                     | 56' x 39'   | 100                      | 80        | 150     | \$190 / \$250          |
| 218 A                       | 918                       | 26' x 39'   | 40                       | 36        | 60      | \$95 / \$125           |
| 218 B                       | 918                       | 30' x 39'   | 40                       | 36        | 60      | \$95 / \$125           |
| 226 Exec. Boardroom (14*)   | 615                       | 26'6" x 30'   |                          |           |         | \$95 / \$125           |
| 227 Gold Leaf Room (14*)    | 542                       | 31' x 18'   |                          |           |         | \$85 / \$125           |
| 228 Classroom (24)          | 615                       | 20'6" x 30'   |                          |           |         | \$70 / \$110           |
| 229 U-Shaped (24)           | 558                       | 31' x 18'   |                          |           |         | \$70 / \$110           |
| 231 Polly Stout Dining (18) | 558                       | 31' x 17'6"   | For dining purposes only |           |         | \$90 / \$120           |
| Grand Ballroom              | 8,440                     | 199'9" x 126'3"                                       | 450                      | 352       | 840     | \$1020                 |
| Ballroom I                  | 2,813                     | 66'7" x 41'1"   | 120                      | 112       | 250     | \$285 / \$340          |
| Ballroom II                 | 2,813                     | 66'7" x 41'1"   | 120                      | 112       | 250     | \$285 / \$340          |
| Ballroom III                | 2,813                     | 66'7" x 41'1"   | 120                      | 112       | 250     | \$285 / \$340          |
| Pre-function Space          | ~ 5,000                   | Room rentals required for use of space.               |                          |           |         |                        |
| Presidential Suite          |                           | Contact President's Office for reservation inquiries. |                          |           |         |                        |
| Joe Paul Student Theater    | 9,000                     |   |                          |           | 324     | \$500 / \$700          |
| All Second Floor Rooms      | 7,709 (excludes Theater)  |   |                          |           |         | \$900 / \$1,100        |
| Entire Facility             | 16,149 (excludes Theater) |   |                          |           |         | \$2,120                |

**TRENT LOTT CENTER** This 53,000-square-foot building embodies Greek revival-style architecture, which contains elements symbolizing persistence and strength. The glass staircase encapsulated in the rotunda is the focal point of this magnificent structure. Events, Camps and Conferences manages first floor operations in the Trent Lott National Center, offering over 5,900 square feet of meeting space .

| Room (Capacity)          | Sq. Ft. | Dimensions      | Banquet | Classroom | Theater | 1/2 Day** / Full Day** |
|--------------------------|---------|-----------------|---------|-----------|---------|------------------------|
| Quad Room (4 rooms)      | 3,904   | 80'8" x 56'     | 192     | 150       | 300     | \$500 / \$600          |
| Quad Combo (2 rooms)     | 1,952   | 80'8" x 28'     | 80      | 90        | 150     | \$250 / \$300          |
| Quad Individual Room     | 976     | 34'10" x 28'    | 40      | 45        | 72      | \$125 / \$250          |
| 101 Classroom            | 995     | 29'8" x 33'4    |         | 40        | 80      | \$75 / \$100           |
| 102 Classroom            | 1,013   | 34' x 33'4      |         | 40        | 80      | \$90 / \$115           |
| Classroom Combined       | 2,026   | 63'8" x 33'4    |         | 90        | 180     | \$165 / \$215          |
| Rotunda (reception -100) |         | 55'11" diameter |         |           |         | \$300                  |

*Custodial fee applied to all events occurring after 1:30 p.m. and on weekends.*

**DANFORTH CHAPEL** Danforth Chapel is located in the heart of campus and is used frequently for quiet meditation, religious services and weddings. It seats up to 70 guests.

|                |                  |                                    |
|----------------|------------------|------------------------------------|
| Seats up to 70 | \$25 key deposit | \$150 per semester/ 1 use per week |
|----------------|------------------|------------------------------------|

**SOUTHERN STATION** Southern Station is a covered stage located adjacent to Spirit Park which hosts musical and dance performances, speaking engagements, pre-game parties, and more. It features more than 1,250 square feet of event space behind the stage, overlooking M.M. Roberts Stadium.

|               |       |
|---------------|-------|
| 34'x24' Stage | \$300 |
|---------------|-------|

\* Indicates chairs seated at table. Additional chairs may be added to the perimeter.

\*\* 1/2 day = 4 hours or less. Full day = More than 4 hours.

Capacities listed above indicate maximum attendance

# MOST FREQUENTLY REQUESTED EQUIPMENT

## AUDIOVISUAL EQUIPMENT

|                                       |      |
|---------------------------------------|------|
| Projection Screen                     | \$5  |
| LCD Projector                         | \$70 |
| Hand/Corded Microphone with Lectern   | \$20 |
| Hand/Wireless Microphone with Lectern | \$25 |
| Wireless Lavalier Microphone          | \$25 |
| Portable Sound System                 | \$50 |

## MEETING SUPPLIES/SERVICES

|                                      |               |
|--------------------------------------|---------------|
| Flipchart Easel with Pad and Markers | \$10          |
| Dry-Erase Board with Markers         | \$5           |
| A-Frame Easel                        | Complimentary |
| Wireless Presentation Remote         | \$5           |
| Skirted Table                        | \$5           |
| Extension Cord                       | Complimentary |
| Lecterns<br>(Standing or Tabletop)   | Complimentary |
| Backdrop<br>(Per 8-10 ft section)    | \$30          |
| Wireless Access                      | Complimentary |

## MISCELLANEOUS ITEMS

|  |            |
|--|------------|
| Piano<br>(Upright)   | \$50       |
| Grand Piano<br>(Only available in ballrooms)                   | \$100      |
| Crowd-Control Stanchions                                       | \$5 each   |
| Stage*<br>(4-ft. x 8-ft. sections/inside use only)             | \$5 -\$100 |
| Dance Floor*<br>(2-ft. x 12-ft. and 30-ft. x 30-ft. available) | \$50-\$300 |

\*Price determined by size requested.

**All prices are inclusive per day. All prices are subject to change. Damaged or lost equipment will result in a replacement or repair charge.**

## MISCELLANEOUS FEES

All events are subject to the following fees:

**OVERTIME FEE:** If an event requires the facility to operate outside of normal facility hours, a fee of \$100 per hour will be charged, which includes the setup and tear down times required.

**CANCELLATION/NO-SHOW FEE:** A flat fee of \$35 will be charged if a cancellation of a reservation is not received at least two business days in advance. Ballrooms and the Trent Lott National Center require one month cancellation notice or a flat fee of \$100 will be assessed.

**CHANGEOVER FEE:** Any change-over or rearrangement of a standard set room or changes to a setup during an event will require a \$35 minimum fee per room.

**CUSTODIAL FEE:** This \$50 fee applies to all food events up to and every subsequent increment of 100 attendees. A fee is also charged to any event leaving excessive carpet stains, garbage, etc. Mylar balloons, confetti and glitter are expressly prohibited and use of them will result in additional fees. Events taking place in the Trent Lott National Center, Monday – Friday, after 1:30 p.m. and on weekends, are assessed a minimum \$60 fee.

**HOLIDAY FEE:** Clients requesting to schedule events during University holidays and building closures (intersession periods) will be charged an overtime fee. The fee will be a 4-hour minimum, \$400 and an hourly rate, \$100 for each additional hour in conjunction with any other room and equipment fees.

**RUSH FEE:** A \$50 fee may be charged to an organization submitting a request or making changes to an event less than three business days prior to the event. Changes include setup, adding rooms, equipment, etc. All late requests must also be approved by the Union Department.

For additional policies and information, visit [usm.edu/union](http://usm.edu/union) or call 601.266.4399