

MEETING ROOMS ON CAMPUS

SMALL - \$200/ Day

Room	Set Up	Special Features/Equipment
BG 1	35 Desks	
BSC 202	46 Tiered	
BSC 203	45 Desks	
BSC 205	45 Desks	
BSC 206	45 Desks	
BTEC 100	24 Tables	
BTEC 201	18 Desks	
BTEC 200	24 Desks	
CISB (A1)	25 Tables	
CPS 2A	16 Tables	
CPS 1	22 Tables	
EHC 101	15 Desks	
EHC 102	24 Desks	
HE 1	25 Desks	
Legacy Room	18 Seats	
MC 103	24 Desks	Piano
MC 104	30 Desks	
MC 105 (Penberthy)	5 Round Tables	Set in Banquet Rounds
MC 203	None	
RCSM 20	20 Tables	
RCSM 21	35 Desks	
RCSM 22	40 Tiered	
RCSM 25	10 Desks	
Rutherford Conference Room	16 Seats	

MEDIUM - \$220/ Day

Room	Set Up	Special Features/Equipment
BSC 100	68 Tiered	
BSC 101	64 Desks	
Gym Dining Room	4 Dining Tables	

LARGE - \$250/ Day

Room	Set Up	Special Features/Equipment
BSC 200	125 Desks	
RCSM 23	75 Tables	

HOURLY RENTALS

Room	Set Up	Special Features/Equipment
EHC 100 – (\$100/ Hr) – 4 hr min	70 Tables / Dining: 151/ General: 323	
Gym Lobby– (\$100/ Hr) – 2 hr min	None	
Music Recital Hall (MC 101/102) (\$150/ Hr) – 2 hr min	Dining: 283/ General: 606	Has partitions to separate rooms

Outdoor Spaces – prices vary

Area	Set Up	Special Features/Equipment
Under the Oaks		Gazebo/ outdoor dining tables
Athletic Field		Artificial Turf
Intramural Field		
Swixon Lawn		
MacArthur Center Patio		Outdoor dining tables/ fountain
Rutherford Plaza		Fountain
North Campus Lawn		
North Campus Courtyard		

Housing Spaces - \$20/nt double occupancy, \$40/nt single occupancy

Area	Set Up	Special Features/Equipment
C.W. Smith Hall	81 rooms, 3 floors, 14 rooms on West side per floor, 13 rooms on East side per floor	3 stories, housing for 162
Sweazy Hall	43 rooms, 22 lower, 20 upper	2 stories, housing for 88
Dixon Hall	43 rooms, 22 lower, 20 upper	2 stories, housing for 88
Waldock Hall	42 rooms, 21 lower, 21 upper	2 stories, housing for 84 people
Hotchkiss Hall	96 rooms, 2 floors, 24 rooms on West Side per floor, 24 rooms on East side per floor	2 stories, housing for 192

Audio Visual Support

AV Equipment	Included	Cost
PA System Rental	One speaker, one mic iPod connection	\$50/ day
Small Sound System	Speakers, small audio board, up to 8 inputs – no wireless mics or recording	\$50/day
Medium Sound System	Small system with up to 4 wireless mics, monitors, and archival recording	\$250/ day
Chapel System (Gym only)	Chapel sound system, full staff supervision, - note: in ear monitors require special approval	\$700/day
Simple Presentation System	Portable projected and 8x6' screen, 100' VGA connection	\$50/ day
Advanced Presentation System	Simple set up with Mac laptop and equipment for graphic/ video playback	\$150/ day
Technician Labor Cost		\$16.65/hr
Standard Crew for Chapel Set up/ Tear Down		\$11.10/ hr
Full Chapel Set up/ Tear Down (Gym only)	Includes 300 chairs, bleachers in the gymnasium, stage	\$300/event
Chapel Video Package (Gym only)	1 stationary HD camera, 1 camera man, raw footage supplies	\$400/ event
Chapel Audio Package (Gym only)	Professional quality house speakers, monitors, supplied microphones (wireless & headset), house music (instrumental plug-in and mixing)	\$500/ event