

Reservation Price Guide

University Affiliates

EVENT ROOMS	Capacity	SINGLE HOUR	TWO HOURS	FOUR HOURS
Single Conference Room Space	150	Not Applicable	\$25	\$50
Dual Conference Room Space	300	Not Applicable	\$30	\$60
Full Conference Room Space	600	Not Applicable	\$75	\$150
Presentation Room Spaces	40-80	FREE	FREE	FREE
Meeting/Boardroom Space	15-40	FREE	FREE	FREE
RSC Hallway Lounge Spaces	4-20	FREE	FREE	FREE
RSC Tabling Spaces	1-2	FREE	FREE	FREE
The CLUB (after 4:00pm)	85	\$50	\$100	\$200
Ferguson Auditorium (service staffing)	1200	\$100	\$200	\$400

BLOCK SPACE PACKAGES

RSC 2nd Floor Block	1200	Not Applicable	\$75	\$150
RSC Speaker's Block	840	Not Applicable	\$50	\$100
RSC Traditions Hallway Block	740	Not Applicable	\$40	\$80
RSC Innovations Hallway Block	740	Not Applicable	\$40	\$80
RSC Pride Hallway Block	325	Not Applicable	\$30	\$60

ADDITIONAL SERVICE FEES

		ALL SPACES	CONF. ROOM
Concierge/Registration Table(s):	Cost/Table	FREE	FREE
Additional Labor Fee:	Cost/Hour	\$10	\$10
AV Tech Upgrade Fee:	Cost/Hour	\$15	\$15
Early Open Fee:	Cost/Hour	\$50	\$50
Late Close Fee:	Cost/Hour	\$50	\$50
Stage Alteration Fee:	Cost/Item	Not Applicable	\$10
Dance Floor Setup Fee:	Cost/Item	Not Applicable	\$10
Outdoor PA System Fee:	Cost/Day	\$50	Not Applicable
Cancellation Fee (<48hrs):	Cost/Room	\$25	\$50

STUDENT ORGANIZATION PRICING

RSC spaces/rooms and Ferguson Auditorium reservations are **FREE** for **ETAMU Registered Student Organizations** for all meetings or events **open to the entire campus community** and/or events **without an entry fee** . Any applicable *Additional Services (listed above)* will be charged **at half** the stated service fee price for Student Orgs.

EXCLUSIVE & PAID ENTRY REGULATION

All Student Orgs and ETAMU Departments or programs hosting exclusive or "invite-only" activities or events with an entry or "plate" fee will be subject to all RSC **University Affiliate** rental rates and applicable Additional Service Fees; Student Orgs can request to receive a **50% off** discount on room rental and additional service fees through the RSC website form.

INDIVIDUAL STUDENT RENTALS

The RSC spaces/rooms and the Ferguson Auditorium **cannot** be reserved by an individual employee for personal events with the **University Affiliates** pricing listed above. Individual university employees can use the External Group price guide to host personal events within RSC spaces/rooms and request the **Campus Partner Discount** through the RSC website form.

PAYMENT METHOD REQUIREMENTS

All Student Orgs and TAMUC Departments/programs **MUST** provide department account information in the RSC reservation process for any room rentals, services fees and incidentals costs. The RSC Staff will use this department account information to submit an **Interdepartmental Transfer** (IDT) request for payment after the event or activity has concluded and costs confirmed. The RSC Department will **NOT** accept credit/debit card, cash, or check payments for fees/costs assessed in **University Affiliate** pricing and when processing a **Campus Partners Discount** for a ETAMU department/program partnering External Group.

Reservation Price Guide

External Groups

EVENT ROOMS	Capacity	SINGLE HOUR	TWO HOURS	FOUR HOURS
Single Conference Room Space	150	\$75	\$150	\$200
Dual Conference Room Space	300	\$75	\$125	\$250
Full Conference Room Space	600	\$75	\$250	\$500
Presentation Room Space	40-80	\$75	\$100	\$200
Meeting/Boardroom Space	15-40	\$50	\$75	\$150
RSC Hallway Lounge Space	4-20	\$25	\$50	\$100
RSC Tabling Spaces	1-2	\$30	\$50	\$100
The CLUB Room (after 4:00pm)	85	\$200	\$300	\$600
Ferguson Auditorium (support staff)	1200	\$400	\$800	\$1,600

EVENT SPACE PACKAGES

RSC 2nd Floor Event Spaces	1200	\$600	\$1,000	\$2,000
RSC Speaker's Event Spaces	840	\$500	\$900	\$1,800
RSC Traditions Hallway Spaces	740	\$400	\$750	\$1,500
RSC Innovations Hallway Spaces	740	\$400	\$750	\$1,500
RSC Pride Hallway Spaces	325	\$300	\$400	\$800

ADDITIONAL SERVICE FEES

		ALL SPACES	CONF. ROOM
Concierge/Registration Table(s):	Cost/Table	\$15	\$15
Additional Labor Fee:	Cost/Hour	\$15	\$20
AV Tech Upgrade Fee:	Cost/Hour	\$20	\$25
Food & Drink Fee:	Cost/Room	\$60	\$125
Custodian Cleanup Fee:	Cost/Room	\$60	\$125
Stage Alteration Fee:	Cost/Item	Not Applicable	\$25
Square Dance Floor Fee:	Cost/Item	Not Applicable	\$25
Specialized Dance Floor Fee:	Cost/Setup	Not Applicable	\$100
Cancellation Fee (<48hrs):	Cost/Room	\$50	\$100

CAMPUS PARTNER DISCOUNT

External Groups that partner with an on-campus ETAMU department or program are eligible for a **50% discount** on the **External Group** rental and/or services fees listed above when...

- > The External Group has identified and confirmed an on-campus university department or program to sponsor/partner with a ETAMU faculty/staff person as a **point of contact** (POC).
- > The External Group has communicated all event/activity information and schedules to the selected ETAMU **point of contact** (POC) from the partnering/sponsoring university department or program.
 - The ETAMU department/program POC will be responsible for...
 - + Obtaining the event/activity information for the External Group;
 - + Scheduling the reservations with the RSC Scheduling Desk staff;
 - + Completing the event planning procedures and required forms;
 - + Collect the rental costs and service fees from the External Group;
 - + Review and confirm the IDT request from the RSC Department to complete the payment process for this event rental/service.

PAYMENT METHOD REQUIREMENTS

The RSC Department **does accept** credit/debit card payments through our ETAMU Marketplace portal (*credit card payment fee will be assessed at payment*) and check payments can be made via mail with a copy of event invoice included; we **do not accept** cash payments. Any External Groups using the **Campus Partner Discount** with a ETAMU department/program partner will need to pay that university department/program directly in a manner communicated by the dept/program POC; so that the department/program can cover the funds transfer to the RSC Department for payment.