

## Event Fees

Rate charges apply per day during normal operating hours. Rates do not include use of specialized technical equipment.

Requests for events held on a weekend during academic break periods require a request 4 week prior to the event. Submission of a request does not constitute approval. Request may, or may not be accommodated. A building opening fee for events held during closed periods of \$300 will be to all non-UW-Stevens Point student groups in all categories. Extended hours of operations charge at \$25 per hour.

Facility Use Fees						
Room	Categories					
	A	B	C		D (plus tax)	
			< 5 hrs	> 5 hrs	< 5 hrs	> 5 hrs
<b>Alumni</b>	*None	*None	\$90	\$175	\$120	\$235

\*subsidized through UWSP student segregated fees

Room Set-Up Fees				
Room	Setups	Categories		
		A	B	C & D
<b>Small Meeting Rooms</b>	To re-arrange set up	*None	\$25	\$50
<b>Large Meeting Rooms</b>	- Theater Style (rows of chairs) - Seating at Tables (banquet/conference style) - Stage - House Sound	*None	50% of Category C&D Rate Minimum \$25 Charge	Theater: \$0.50/person Table: \$1/person Stage: \$25 additional Sound: \$25 additional

## Event Categories

**Category A:** Events sponsored by recognized student organization or UW-Stevens Point departments where the majority of participants consist of UW-Stevens Point students, faculty, staff, prospective students<sup>1</sup>, Homecoming events<sup>2</sup>, and UW-Stevens Point award ceremonies honoring UW-Stevens Point Students.

**Category B:** Events sponsored<sup>3</sup> by recognized student organization or UW-Stevens Point departments where the majority of participants do not consist of UW-Stevens Point students, faculty, staff or prospective students<sup>1</sup> and whose activity is consistent with the University mission, goals, and priorities.

**Category C:** Events sponsored by non-profit organization, State of Wisconsin agencies, or events co-sponsored<sup>4</sup> by a recognized student organization or campus department in conjunction with an off campus organization and whose activity is consistent with the University mission, goals, and priorities.

**Category D:** Events sponsored by all other organizations or individual personal events.

<sup>1</sup>Prospective students include only those students brought on campus by the UW-Stevens Point Admissions Office or the New Student Orientation Programs

<sup>2</sup>Homecoming events include only those sponsored by Alumni Affairs or Campus Activities and take place during the week/weekend of Homecoming

<sup>3</sup>The sponsoring organization/department must be primarily responsible for planning, implementing, attending and financing the event.

<sup>4</sup>The co-sponsoring organization/department is NOT primarily responsible for planning, implementing, attending or financing the event.