

**FACILITIES USE FEE SCHEDULES**

*All space use requesters must review and agree to the Guidelines prior to use.*

**SCHEDULE A**

**USER:** FAU departments, units, and student government for the purpose of instruction, research, and service.

<b>ROOM RENTAL:</b>	\$0
<b>CLEANUP/SETUP/BREAKDOWN:</b>	\$0 <sup>1</sup>
<b>AUDIO-VISUAL EQUIPMENT:</b>	\$0 <sup>2</sup>
<b>A/V TECHNICIAN:</b>	\$0 <sup>2</sup>
<b>SECURITY/POLICE OFFICER:</b>	\$40/hour/officer <sup>3</sup>
<b>DINING/CATERING SERVICES:</b>	Varies <sup>4</sup>

<sup>1</sup>User is responsible.

<sup>2</sup>Fees are listed on Page 4. Contact OIT-NTS for more information.

<sup>3</sup>If required; see Critical Risk Factors in the Guidelines.

<sup>4</sup> Refer to Chartwells website at <https://fau.catertrax.com/> or contact [Donna Mercer](#). Please note that a "Schedule A" event that involves food services becomes a "Schedule B" event.

**SCHEDULE B**

**USER:** FAU departments, units, student government or director support organization, registered organizations, auxiliary departments and units for the purpose other than instruction, research, and service.

<b>ROOM RENTAL:</b>	\$0 <sup>5</sup>
<b>CLEANUP/SETUP/BREAKDOWN:</b>	\$25/hour <sup>1</sup>
<b>AUDIO-VISUAL EQUIPMENT:</b>	Varies <sup>2</sup>
<b>A/V TECHNICIAN:</b>	Varies <sup>2</sup>
<b>SECURITY/POLICE OFFICER:</b>	\$40/hour/officer <sup>3</sup>
<b>DINING/CATERING SERVICES:</b>	Varies <sup>4</sup>

<sup>1</sup>If deemed necessary by Executive Director of Academic Operations.

<sup>2</sup>Fees are listed on Page 4. Contact OIT-NTS for more information.

<sup>3</sup>If required; see Critical Risk Factors in the Guidelines.

<sup>4</sup>Refer to Chartwells website at <https://fau.catertrax.com/> or contact [Donna Mercer](#).

<sup>5</sup>Please note that a "Schedule B" event that charges admission or registration fees becomes a "Schedule C" event.

## SCHEDULE C

**USER:** Tax-exempt, non-profit organizations, and University or student events charging admission or registration fees.

<b>ROOM RENTAL:</b>	Varies – see chart below <sup>1</sup>
<b>CLEANUP/SETUP/BREAKDOWN:</b>	5% of facilities use costs
<b>AUDIO-VISUAL EQUIPMENT:</b>	Varies <sup>2</sup>
<b>A/V TECHNICIAN:</b>	Varies <sup>2</sup>
<b>SECURITY/POLICE OFFICER:</b>	\$40/hour/officer <sup>3</sup>
<b>DINING/CATERING SERVICES:</b>	Varies <sup>4</sup>

<sup>2</sup>Fees are listed on Page 4. Contact OIT-NTS for more information.

<sup>3</sup>If required; see Critical Risk Factors in the Guidelines.

<sup>4</sup>Refer to Chartwells website at <https://fau.catertrax.com/> or contact [Donna Mercer](#).

### **<sup>1</sup>ROOM RENTAL FEES:**

Per Space	Half Day (4 hours or less)	Full Day (4-8 hours)
Classroom (16-50 seats)	\$50	\$100
Arboretum	\$100	\$200
HC/SR Atrium	\$100	\$200
AD 119 Auditorium (235 seats)	\$150	\$250
Conference Room (up to 20 seats)	\$150	\$300
Computer Lab (24-30 computer stations) <sup>2</sup>	\$250	\$400

### **Notes:**

- *FAU is a Tobacco-Free University, which includes no smoking, cigars, chewing tobacco, e-cigarettes, etc. on university grounds, buildings, parking lots and vehicles. Users are responsible for informing their guests.*
- *Proof of public liability insurance coverage required. Please see [Reservation and Facilities Use Agreement](#) for specific language required to be included in the certificate of liability insurance.*

### **EVENT PLANNING CONSIDERATIONS:**

#### **PARKING:**

For events with less than 50 vehicles, there are two options:

- 1) Pay \$5.00/vehicle/day. [Visitor Parking Passes](#) can be purchased online or in-person from [Parking and Transportation Services](#).
- 2) Pay \$2.00/vehicle/hour at parking meters in [Visitor Lot 70](#). Up to 34 parking spaces are available.

For events with 50 vehicles or more, the following flat rate fees would apply, depending on the following day(s) and time(s):

Mondays – Fridays, 7 a.m. – 5 p.m.: \*\$200 each event (per day)

Mondays – Fridays, 5 p.m. – 7 a.m., and weekends: \*\$100 each event (per day)

\*For any non-Lifelong Learning facility events, [Lot 73](#) is the designated event lot. For events held at the Osher Lifelong Learning Institute, guests can park directly in [Lot 74 \(blue\)](#).

**TEMPORARY DIRECTIONAL GROUND SIGNS:** \$3.00/sign can be rented to direct guests onto campus, to parking, and to the event location. Please refer to [Ground Sign Application](#).

**ADDITIONAL TABLES AND CHAIRS:** Additional tables and chairs that are not already in the room can be rented, if space permits. Users must supply their own table covers.

6-foot rectangle tables	\$10 each
60" round tables	\$10 each
Chairs	\$5 each

## SCHEDULE D

**USER:** All FOR PROFIT persons, groups, or organizations.

<b>ROOM RENTAL:</b>	Varies – see chart below <sup>1</sup>
<b>CLEANUP/SETUP/BREAKDOWN:</b>	5% of facilities use costs
<b>AUDIO-VISUAL EQUIPMENT:</b>	Varies <sup>2</sup>
<b>A/V TECHNICIAN:</b>	Varies <sup>2</sup>
<b>SECURITY/POLICE OFFICER:</b>	\$40/hour/officer <sup>3</sup>
<b>DINING/CATERING SERVICES:</b>	Varies <sup>4</sup>

<sup>2</sup>Fees are listed on Page 4. Contact OIT-NTS for more information.

<sup>3</sup>If required; see Critical Risk Factors in the Guidelines.

<sup>4</sup>Refer to Chartwells website at <https://fau.catertrax.com/> or contact [Donna Mercer](#).

### **<sup>1</sup>ROOM RENTAL FEES:**

Per Space	Half Day (4 hours or less)	Full Day (4-8 hours)
Classroom (16-50 seats)	\$100	\$200
Arboretum	\$200	\$300
HC/SR Atrium	\$200	\$300
AD 119 Auditorium (235 seats)	\$250	\$400
Conference Room (up to 20 seats)	\$250	\$400
Computer Lab (24-30 computer stations)	\$500	\$800

### **Notes:**

- *FAU is a Tobacco-Free University, which includes no smoking, cigars, chewing tobacco, e-cigarettes, etc. on university grounds, buildings, parking lots and vehicles. Users are responsible for informing their guests.*
- *Proof of public liability insurance coverage required. Please see [Reservation and Facilities Use Agreement](#) for specific language required to be included in the certificate of liability insurance.*

### **EVENT PLANNING CONSIDERATIONS:**

#### **PARKING:**

For events with less than 50 vehicles, there are two options:

- 3) Pay \$5.00/vehicle/day [Visitor Parking Passes](#) can be purchased online or in-person from [Parking and Transportation Services](#).
- 4) Pay \$2.00/vehicle/hour at parking meters in [Visitor Lot 70](#). Up to 34 parking spaces are available.

For events with 50 vehicles or more, the following flat rate fees would apply, depending on the following day(s) and time(s):

Mondays – Fridays, 7 a.m. – 5 p.m.: \*\$200 each event (per day)

Mondays – Fridays, 5 p.m. – 7 a.m., and weekends: \*\$100 each event (per day)

\*For any non-Lifelong Learning facility events, [Lot 73](#) is the designated event lot. For events held at the Osher Lifelong Learning Institute, guests can park directly in [Lot 74 \(blue\)](#).

**TEMPORARY DIRECTIONAL GROUND SIGNS:** \$3.00/sign can be rented to direct guests onto campus, to parking, and to the event location. Please refer to [Ground Sign Application](#).

**ADDITIONAL TABLES AND CHAIRS:** Additional tables and chairs that are not already in the room can be rented, if space permits. Users must supply their own table covers.

6-foot rectangle tables	\$10 each
60" round tables	\$10 each
Chairs	\$5 each

## AUDIOVISUAL AND TECHNICIAN RATES

### Office of Information Technology (OIT) – Northern Technology Services (NTS)

Please contact OIT-NTS at 561-339-2776, visit SR 287, submit an [OIT Ticket](#), or refer to <http://www.fau.edu/oit/partner-campuses/services/AV-Rates.php>.

Equipment	Schedules			
	A	B	C	D
Mobile Display Cart (TV or Projector/Screen, laptop, & cart)	\$0	\$75	\$140	\$200
Blu-Ray	\$0	\$25	\$30	\$35
LCD Projector	\$0	\$30	\$70	\$100
Portable Projection Screen	\$0	\$15	\$20	\$25
Laptop or Computer	\$0	\$30	\$50	\$75
Document Camera	\$0	\$35	\$45	\$50
Podium with Microphone	\$0	\$20	\$50	\$60
Wireless Microphone (Hands Free)	\$0	\$15	\$30	\$50
Wireless Microphone (Handheld) with Stand	\$0	\$15	\$30	\$50
Wired Microphone with Stand	\$0	\$10	\$15	\$25
Sound System (Amplifier with Speakers)	\$0	\$100	\$180	\$250
Audio Mixer	\$0	\$50	\$100	\$150
Video Mixer	\$0	\$50	\$100	\$150
Wireless Presentation (Air Media or Click Share)	\$0	\$15	\$30	\$40
Services	A	B	C	D
Event Fee Setup & Breakdown – Per Hour (Minimum 1 Hour)	\$0	\$25	\$40	\$50
Technician – Per Hour	\$0	\$30	\$45	\$60
Video Taping/Recording – Per Hour	\$0	\$40	\$55	\$70
Live Streaming – Per Hour	\$0	\$40	\$55	\$70
Videoconference Recording/Media Site – Per Hour	\$0	\$30	\$45	\$60
Software Installation – Per Software Application	\$0	\$30	\$45	\$60
Facility Rental	A	B	C	D
Computer Lab Rental – Half Day	\$0	\$0	\$250	\$300
Computer Lab Rental – Full Day	\$0	\$0	\$500	\$600
Videoconference Facility Rental – Per Hour	\$0	\$0	\$100	\$150