

*Rental Fees are per day  
unless otherwise noted.*

	Student Organizations	Student Org. Fundraiser	Campus Departments	UH Sponsored	Non-UH Sponsored (Off-campus Group)
<b><u>GROUND FLOOR:</u></b>					
Games Room (#46) (Exclusive Use)	\$150/hr.	\$150/hr.	\$170/hr.	\$170/hr.	\$200/hr.
(w/ Glow Effects)	\$175/hr.	\$175/hr.	\$195/hr.	\$195/hr.	\$225/hr.
<b><u>FIRST FLOOR:</u></b>					
UC Food Court **	NC	\$132.50	\$265	\$330	\$440
Info./Display or Vendor Tables	NC	\$15	\$30	\$35	\$45
<b><u>SECOND FLOOR:</u></b>					
Bayou City Room (#202)	NC	\$35	\$70	\$85	\$115
Bluebonnet Room (#250)	NC	\$40	\$80	\$105	\$130
Palo Duro Room (#284)	NC	\$20	\$40	\$50	\$60
<b><u>SECOND FLOOR:(Ballroom)</u></b>					
Austin Room (#245)*	NC	\$30	\$60	\$80	\$95
Corpus Christi Room (#241)*	NC	\$27.50	\$55	\$75	\$90
Dallas Room (#215)*	NC	\$37.50	\$75	\$90	\$110
El Paso Room (#211)*	NC	\$27.50	\$55	\$75	\$90
Fort Worth Room (#237)*	NC	\$37.50	\$75	\$90	\$110
Governor's Hall *	NC	\$80	\$160	\$165	\$165
Houston Room (Ballroom) (#251) *	NC	\$150	\$405	\$855	\$1,305
Houston Room & 1 Perimeter Side*	NC	\$175	\$460	\$1,045	\$1,625
Houston Room & 2 Perimeter Sides*	NC	\$200	\$600	\$1,300	\$2,000
San Antonio Room (#207)*	NC	\$30	\$60	\$80	\$95
<b>UC Satellite</b>					
Info./Display or Vendor Tables (Lobby)	NC	\$15	\$30	\$35	\$45
Satellite Food Court **	NC	\$105	\$210	\$250	\$330
Satellite Games Room (Seating Area)	NC	NC	\$45/hr.	\$45/hr.	\$45/hr
Satellite Games Room (Exclusive Use)	\$100/hr.	\$100/hr.	\$125/hr.	\$125/hr.	\$150/hr.
TV Lounge #1***	NC	N/A	N/A	N/A	N/A

\* Audio-Visual Operator Required (\$20 /hr.) Houston room must be booked to use perimeter rooms of Governor's Hall.

\*\* Food Court only with special permission & after normal hours of operation (8-5, M-F)

\*\*\* Student Organizations only may reserve TV Lounge from 2-5 PM on Fridays during Fall/Spring Semesters.

\*\*\*\* Registered Student Organizations (RSO) working with Campus Departments will be charged at the Fund Raiser Rate.

**UC/UH Campus Grounds/Outdoor Spaces** (Please refer to M.A.P.P. 09.03.01 for additional information.)

Satellite Patio/Hill	NC	\$40	\$80	\$100	\$125
Lynn Eusan Park	NC	NC	NC	\$75	\$125

Charges vary by customer type/category and space requested. Some locations require additional paperwork and approvals. Contact the UC Conference and Reservation Services Office (CARS) for additional information. Phone: 832-842-6167.

**University Centers**  
**Audio-Visual Equipment and Special Service Fees**

**Special Service Fees:**

- \*Audiovisual Operator (\$20 /hr.; Add one hour for set-up /and 1 hr. for breakdown).
- UC Damage Deposit – Houston Room Only (\$300 - Non-UH Sponsored Groups)
- UH DPS Officers (Up to \$40/hr. per officer; Min. 4 hrs; Advance booking of 15 days minimum). Additional cost for 4 or more.
- Early Opening/Late Closing (\$30 /hr.; Required to open/close UC/UC Satellite before/after posted hours of operation).
- Electrician (\$30/hr.; Minimum of 3 hours on weekends or after 5 PM weekdays (may be needed for bands, technology fairs, etc.).
- Cleaning Fee (\$50-\$150) (may be charged if excessive cleaning of rooms is required by UC Event Services Staff (i.e. use of Off-campus Caterers).

➔ **Please note: The UC does not provide equipment/furniture for locations other than the UC or UC Satellite). Prices and availability of rooms, equipment, & personnel are subject to change without notice.**

<b><u>Equipment:</u></b> (Price per unit)	<b><u>Charge:</u></b>	<b><u>Equipment:</u></b> (Price per unit)	<b><u>Charge:</u></b>
____ Audio Cassette Tape Player	\$10	____ Overhead Projector & Screen	\$15
____ AV Cart	Free	____ Metal Detection Wand(s)	\$25
____ CD Player	\$10	____ Pegboard (for banners, posters, fliers)	Free
____ Chalkboard	Free	____ Podium (Amplified Standing or Tabletop)	\$15
____ Conference Phone (Local Calls Only)	\$50	____ Podium (Standing, Tabletop, UH Logo)	Free
____ Dry Erase Board	Free	____ Portable Room Divider	Free
____ DVD Player	\$15	____ Projection Screen	Free
____ Easel	Free	____ Sign Stand	Free
____ Extension Cord	Free	____ Stage Platforms (Houston Rm Runway)	\$25
____ Flip Chart w/ Paper & Markers	\$10	____ Stage Platforms (16 in. High)	\$25
____ Flag Presentation Set (USA, Texas, UH)	\$10	____ Stanchions (Crowd Control System)	Free
____ Late Closing Extension	\$30/hr	____ Trash Cans (additional for large events)	Free
____ LCD Projector (Student Groups \$25)	\$75	____ TV /VCR /DVD Unit	\$25
____ LCD Projector Ex Spkrs	#	____ Other _____	
____ Laptop Computer	\$75	____ Other _____	
____ Laptop Computer Ex Spkrs	##		

# Non-UH and Sponsored - \$40, Department - \$20, Student Reg. Org. - \$10

## Non-UH - \$25, Sponsored - \$25, Department - \$10, Student Reg. Org. - \$5

Piano (Upright) \$25 (Student Organizations) \$50 (UH Departments) \$75 (UH Sponsored) \$100 (Non-UH Sponsored)

Piano (Grand) \$25 (Student Organizations) \$50 (UH Departments) \$75 (UH Sponsored) \$100 (Non-UH Sponsored)

*Use of the Grand Piano is limited to the Houston Room only. Tuning is highly recommended and requires an additional \$90 service fee.*

**Portable PA System\*** (Includes: dual CD/Cassette player, mics, 2 speakers).

\$25 (Student Organizations) \$50 (UH Departments) \$75 (UH Sponsored) \$100 (Non-UH Sponsored)

**UC Arbor Sound System\*** (Includes: 2 wireless mics, 2 wired mics, & a multi-disc CD Player. Speakers).

\$25 (Student Organizations) \$50 (UH Departments) \$75 (UH Sponsored) \$100 (Non-UH Sponsored)

**HOUSTON ROOM ONLY** (*Charges Per Day*): Use of this room requires that an AV Operator be on site for every event for crowd safety, lighting and sound system).

**Houston Room Sound System\*** \$ 50 (Includes: stage podium, two (2) wireless handheld or lapel mics, up to six (6) hardwire mics, & one (1) CD/cassette player).

**35mm Projection System\*** \$ 200 (Non-UH Sponsored) \$ 175 (UH Sponsored)  
\$ 150 (UH Departments) \$ 100 (Student Organizations)

**Video Screen Projection Unit\*** \$ 200 (Non-UH Sponsored) \$ 175 (UH Sponsored)  
(Select front or rear projection system) \$ 150 (UH Departments) \$ 100 (Student Organizations)

**Video Camera Equipment\*** \$ 200 (Non-UH Sponsored) \$ 175 (UH Sponsored)  
\$ 150 (UH Departments) \$ 100 (Student Organizations)

Contact the UC Conference and Reservation Services (CARS) Office at 832-842-6167, if you have questions or visit our website at [www.uh.edu/uc](http://www.uh.edu/uc) then click on UC Event Services.

(Revised May 2012)