

University Center and Associated Facilities Room/Space Rental Fees

Rental Fees are per day
unless otherwise noted.

	Student Organizations	Student Organizations (w/ Fundraisers)	Campus Departments	UH Sponsored	Non-Sponsored (Off-campus Groups)
University Center					
<u>UNDERGROUND:</u>					
Aegean Room (#82)	NC	\$22.50	\$45	\$55	\$70
Atlantic Room (# 74)	NC	\$35	\$70	\$95	\$120
Baltic Room (#77)	NC	\$22.50	\$45	\$55	\$70
Caribbean Room (#75)	NC	\$25	\$50	\$60	\$90
Caspian Room (#87)	NC	\$25	\$50	\$60	\$90
Mediterranean Room & Kitchen (#91)	NC	\$42.50	\$85	\$100	\$235
Pacific Room (#90)	NC	\$35	\$70	\$95	\$120
World Affairs Lounge	NC	\$55	\$110	\$150	\$250
<u>GROUND FLOOR:</u>					
Arbor (Lower Level)	NC	\$25	\$50	\$75	\$100
Cougar Den (#12)	NC	\$92.50	\$185	\$275	\$475
Games Room (#46) (Exclusive Use)	\$135/hr.	\$135/hr.	\$150/hr.	\$150/hr.	\$175/hr.
(w/ Glow Effects)	\$160/hr.	\$160/hr.	\$175/hr.	\$175/hr.	\$200/hr.
<u>FIRST FLOOR:</u>					
1 st Floor Arbor	NC	\$25	\$50	\$75	\$100
UC Food Court **	NC	\$132.50	\$265	\$330	\$440
Info./Display or Vendor Tables	NC	\$15	\$30	\$35	\$45
North Patio	NC	\$50	\$100	\$150	\$200
<u>SECOND FLOOR:</u>					
2 nd Floor Arbor	NC	\$25	\$50	\$75	\$100
Austin Room (#245)	NC	\$30	\$60	\$80	\$95
Bayou City Room (#202)	NC	\$35	\$70	\$85	\$115
Bluebonnet Room (#250)	NC	\$40	\$80	\$105	\$130
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
Lone Star Room (#280)	NC	\$35	\$70	\$95	\$120
Palo Duro Room (#284)	NC	\$20	\$40	\$50	\$60
Rio Grande Room (#266)	NC	\$20	\$40	\$50	\$60
Rodeo Room (#264)	NC	\$20	\$40	\$60	\$75
Saltgrass Room (#216)	NC	\$20	\$40	\$55	\$75
San Antonio Room (#207)	NC	\$30	\$60	\$80	\$95
San Jacinto Room (#260)	NC	\$20	\$40	\$50	\$60
Spindletop Room (# 242)	NC	\$22.50	\$45	\$60	\$80
Tejas Room (#238)	NC	\$22.50	\$45	\$60	\$80
UC Satellite					
Info-Display or Vendor Tables (Lobby)	NC	\$15	\$30	\$35	\$45
Claudette Room (#12)	NC	\$20	\$40	\$50	\$60
Allison Room (#13)	NC	\$35	\$70	\$85	\$115
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
Satellite Patio/Hill	NC	\$62.50	\$125	\$125	\$125

* Audio-Visual Operator Required (\$20 /hr.)

** Food Court only with special permission & after normal hours of operation (8-5, M-F); with Rental Fee + Late Closing Fee + AV.

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

UH Campus Grounds/Outdoor Spaces

Charges vary by customer type/category and space requested. Some locations require UH Dept. Sponsorship. Contact the UC Conference and Reservation Services Office (CARS) for additional information. Phone: 713-743-5287.

University Center and Associated Facilities
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)
- UHPD Officers (Varies \$38 or \$28/hr. per officer; Minimum of 4 hours; Advance booking of 15 days minimum).
- Early Opening/Late Closing (\$30 /hr.; Required to open/close UC/UC Satellite before/after posted hours of operation).
- Electrician (**See Notes below**) [\$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 UCAF 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.**

<u>Equipment:</u> (Price per unit)	<u>Charge:</u>	<u>Equipment:</u> (Price per unit)	<u>Charge:</u>
Audio Cassette Tape Player	\$10	Metal Detection Wand(s)	\$25
AV Cart	Free	Pegboard (for banners, posters, fliers)	Free
CD Player	\$10	Podium (Amplified Standing or Tabletop)	\$15
Chalkboard	Free	Podium (Standing, Tabletop, UH Logo)	Free
Conference Phone (Bluebonnet Room only)		Portable Room Divider	Free
(Local calls; No long distance)	\$50	Portable Screen (6'x6')	Free
Decibel Meter for Outdoor Sites*	Free	Screen (Built-In; varies by room)	Free
Dollie (Two-Wheel or Flatbed)	Free	Slide Projector	\$10
Dry Erase Board	Free	Slide Projector w/Remote Control	\$15
DVD Player	\$15	Sign Stand	Free
Easel	Free	Stage Platforms (Houston Rm Runway–Tall)	\$25
Extension Cord	Free	Stage Platforms (Short -6x8' units, 16 in. H)	\$50
Flip Chart w/ Paper & Markers	\$10	Stanchions (Crowd Control System)	Free
Flag Presentation Set (USA, Texas, UH)	\$10	Trash Cans (additional for large events)	Free
Karaoke Machine*	\$50	TV /VCR Unit	\$20
LCD Projector (Student Groups)	\$25	TV /VCR /DVD Unit	\$20
LCD Projector (All Others)	\$75	16mm Projection System*	\$30
Laptop Computer	\$75	Other: _____	
Overhead Projector & Screen	\$15	Other: _____	

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 are on all 3 floors).

\$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 lighting and sound system services and crowd control/safety).

Houston Room Sound System* \$ 50 (Includes: House speakers, stage podium w/mic, (1) wireless handheld mic, (1) wireless lapel mic, (6) hardwire mics, & (1) CD/cassette player).

35 mm Projection System* \$ 30

Rear Screen Projection Unit* \$ 200 (Non-UH Sponsored) \$ 175 (UH Sponsored)

(Includes Sound System) \$ 150 (UH Departments) \$ 100 (Student Organizations)

Video Camera Equipment* \$ 200 (Non-UH Sponsored) \$ 175 (UH Sponsored)

(Includes Sound System & tapes) \$ 150 (UH Departments) \$ 100 (Student Organizations)

***Audio-Visual Operator Required (\$20 /hr.)**

Notes: Additional electrical power connections for bands, outside lights, etc. are available in the Houston Room. There is one 120 volt, 75 amps (HBL9361 connector needed) and one 208 volt, 75 amps (HBL9368 connector needed) connection located on each side of the stage. Customers should contact the UC Conference and Reservation Services Office (CARS) 713-743-5287 a minimum of one week prior to an event to request additional electrical power. Customers should provide the proper connectors or they can be provided for an additional charge which will be applied to your bill. Electrician services if requested or required will be charged a minimum of 3 hours for connection and 3 hours for disconnection (6 hrs. x current rate/hr.). If the UC Electrician is unable to make a connection at the scheduled time for the customers' event, the customer will be charged for additional time at a rate of \$30 per hour.

Contact the UC Conference and Reservation Services (CARS) Office at 713-743-5287, if you have questions or visit our website at www.uh.edu/ucaf, then click on Event Services. We look forward to having your event at "The UC, Where It All Comes Together".

(Revised February 2007)