

**SALISBURY UNIVERSITY
OFFICE OF CONFERENCE PLANNING & FACILITIES RESERVATIONS
FACILITY RATES
EFFECTIVE JULY 1, 2003**

Facility	Capacity	Rates							Remarks for Use of Facilities
		Prepaid Users	Profit (Market Price)	Co-sponsored/Adjunct Users <i>when a registration fee and/or testing fee is charged.</i>		Non-University Related Events	Non Profit 75% of Market Price*	Faculty, Staff, Alumni, and Major Donors 65% of Market Price	
				Full Day 50% of Market Price	1/2 Day 25% of Market Price				
		Recovery Cost Only							
GUERRIERI UNIVERSITY CENTER									
Wicomico Room	220-400	NC	\$ 575.00	\$ 287.50	\$ 143.75		\$ 431.25	\$ 373.75	Charge for Wic. Rm. is based on 5 hrs of use. Add't usage shall be charged @ 50.00/hr.
Nanticoke Room: A-B-C 1 Room	72-170	NC	\$ 210.00	\$ 105.00	\$ 52.50		\$ 157.50	\$ 136.50	
Nanticoke A	24-80	NC	\$ 130.00	\$ 65.00	\$ 32.50		\$ 97.50	\$ 84.50	
Nanticoke B *	28-60	NC	\$ 100.00	\$ 50.00	\$ 25.00		\$ 75.00	\$ 65.00	
Nanticoke C *	16-35	NC	\$ 85.00	\$ 42.50	\$ 21.25		\$ 63.75	\$ 55.25	
Nanticoke A&B	50-108	NC	\$ 160.00	\$ 80.00	\$ 40.00		\$ 120.00	\$ 104.00	
Choptank Room	15-28	NC	\$ 90.00	\$ 45.00	\$ 22.50		\$ 67.50	\$ 58.50	
Pocomoke Room *	22-48	NC	\$ 90.00	\$ 45.00	\$ 22.50		\$ 67.50	\$ 58.50	
Lounge # 104	150	NC	\$ 250.00	\$ 125.00	\$ 62.50		\$ 187.50	\$ 162.50	
Lounge # 102	100	NC	\$ 250.00	\$ 125.00	\$ 62.50		\$ 187.50	\$ 162.50	
Gull's Nest	120-180	NC	\$ 250.00	\$ 125.00	\$ 62.50		\$ 187.50	\$ 162.50	
Gazebo	12	NC	\$ 85.00	\$ 42.50	\$ 21.25		\$ 63.75	\$ 55.25	Setup fees additional
University Hill	TBD	NC	\$ 260.00	\$ 130.00	\$ 65.00		\$ 195.00	\$ 169.00	Setup fees additional
Pergola	25-75	NC	\$ 85.00	\$ 42.50	\$ 21.25		\$ 63.75	\$ 55.25	Setup fees additional

* Set up during the academic year for classroom use.

Facility	Capacity	Rates							Remarks for Use of Facilities
		Prepaid Users	Profit (Market Price)	Co-sponsored/Adjunct Users when a registration fee is charged		Non-University Related Events			
				Full Day 50% of Market Price	1/2 Day 25% of Market Price		Non Profit 75% of Market Price*	Faculty, Staff, Alumni, and Major Donors 65% of Market Price	
Recovery Cost Only									
THE COMMONS									
Bistro	270	NC	\$ 735.00	\$ 367.50	\$ 183.75		\$ 551.25	\$ 477.75	Rooms in The Commons building are reserved for events where meals and refreshments are
Dorchester Room	400	NC	\$ 840.00	\$ 420.00	\$ 210.00		\$ 630.00	\$ 546.00	Rooms in The Commons building are reserved for events where meals and refreshments are
Caroline Room	35-78	NC	\$ 260.00	\$ 130.00	\$ 65.00		\$ 195.00	\$ 169.00	Rooms in The Commons building are reserved for events where meals and refreshments are
Talbot Room	80	NC	\$ 110.00	\$ 55.00	\$ 27.50		\$ 82.50	\$ 71.50	Rooms in The Commons building are reserved for events where meals and refreshments are
Somerset Room	82	NC	\$ 110.00	\$ 55.00	\$ 27.50		\$ 82.50	\$ 71.50	Rooms in The Commons building are reserved for events where meals and refreshments are
Rotunda	75	NC	N/A						N/A
Worcester Room	40-112	NC	\$ 420.00	\$ 210.00	\$ 105.00		\$ 315.00	\$ 273.00	Rooms in The Commons building are reserved for events where meals and refreshments are
Montgomery Room	26-72	NC	\$ 210.00	\$ 105.00	\$ 52.50		\$ 157.50	\$ 136.50	Rooms in The Commons building are reserved for events where meals and refreshments are
Frederick Room	24-54	NC	\$ 135.00	\$ 67.50	\$ 33.75		\$ 101.25	\$ 87.75	Rooms in The Commons building are reserved for events where meals and refreshments are
Calvert Room	16	NC	\$ 110.00	\$ 55.00	\$ 27.50		\$ 82.50	\$ 71.50	N/A
Additional fees for Bistro, Dorchester, Talbot and Somerset rooms when used in conjunction with Rotunda.									
AUDITORIA									
Holloway Hall	750	NC	\$ 800.00	\$ 400.00	\$ 200.00		\$ 600.00	\$ 520.00	See attached notes item 3
Caruthers Hall	195	NC	\$ 400.00	\$ 200.00	\$ 100.00		\$ 300.00	\$ 260.00	A technician is required to be provided by the University @ 15.00/hr; Charge for the of use. Additional usage shall be charged @ \$60.00/hr for HH and \$50.00 for CH.

Rates									
Facility	Capacity	Prepaid Users	Profit (Market Price)	Co-sponsored/Adjunct Users			Non-University Related Events		Remarks for Use of Facilities
				Full Day 50% of Market Price	1/2 Day 25% of Market Price		Non Profit 75% of Market Price	Faculty, Staff, Alumni, and Major Donors 65% of Market Price	
				Recovery Cost Only					
STANDARD CLASSROOMS									
Single Classroom	25	NC	\$ 75.00	\$ 37.50	\$ 18.75		\$ 56.25	\$ 48.75	See attached item 2
Double Classroom	26-60	NC	\$ 85.00	\$ 42.50	\$ 21.25		\$ 63.75	\$ 55.25	See attached item 2
CARUTHERS HALL				\$ -	\$ -			\$ -	
Lecture Halls 118	55	NC	\$ 100.00	\$ 50.00	\$ 25.00		\$ 75.00	\$ 65.00	See attached item 2
Lecture Hall 122	55	NC	\$ 100.00	\$ 50.00	\$ 25.00		\$ 75.00	\$ 65.00	See attached item 2
HENSON SCIENCE				\$ -	\$ -			\$ -	
Lecture 103	82	NC	\$ 125.00	\$ 62.50	\$ 31.25		\$ 93.75	\$ 81.25	
Lecture 243	112	NC	\$ 185.00	\$ 92.50	\$ 46.25		\$ 138.75	\$ 120.25	
DEVILBISS HALL								\$ -	
Lecture Hall 149	182	NC	\$ 185.00	\$ 92.50	\$ 46.25		\$ 138.75	\$ 120.25	See attached item 2
PERDUE SCHOOL								\$ -	
Lecture Room 114	55	NC	\$ 100.00	\$ 50.00	\$ 25.00		\$ 75.00	\$ 65.00	
Case Study Room 117	27	NC	\$ 75.00	\$ 37.50	\$ 18.75		\$ 56.25	\$ 48.75	
Case Study Room 119	55	NC	\$ 100.00	\$ 50.00	\$ 25.00		\$ 75.00	\$ 65.00	
FULTON HALL				\$ -				\$ -	
Black Box Theatre	50-144	NC	\$ 275.00	\$ 137.50	\$ 68.75		\$ 206.25	\$ 178.75	Technician required - see Item 4
Lecture Hall 111	75	NC	\$ 125.00	\$ 62.50	\$ 31.25		\$ 93.75	\$ 81.25	

Rates									
Facility	Capacity	Co-sponsored/Adjunct Users				Non-University Related Events		Remarks for Use of Facilities	
		Prepaid Users	Profit (Market Price)	Full Day 50% of Market Price	1/2 Day 25% of Market Price	Non Profit 75% of Market Price	Faculty, Staff, Alumni, and Major Donors 65% of Market Price		
		Recovery Cost Only							
HOLLOWAY HALL									
Great Hall	200	NC	\$ 175.00	\$ 87.50	\$ 43.75	\$ 131.25	\$ 113.75	See attached item 2	
Social Room		NC	\$ 150.00	\$ 75.00	\$ 37.50	\$ 112.50	\$ 97.50	Must be used as currently arranged.	
MILLER ALUMNI GARDEN									
Garden	50-200	NC	\$ 600.00	\$ 300.00	\$ 150.00	\$ 450.00	\$ 390.00	Manager required; setup not included	
ALUMNI HOUSE									
Alumni Living Rm 108		NC	\$ 210.00	\$ 105.00	\$ 52.50	\$ 157.50	\$ 136.50	Limited use during office hours	
Library/ Lounge		NC	N/A	N/A	N/A	N/A	N/A	N/A	
Conference Rm 201		NC	\$ 110.00	\$ 55.00	\$ 27.50	\$ 82.50	\$ 71.50	Limited use during office hours	
Board Rm 204		NC	\$ 135.00	\$ 67.50	\$ 33.75	\$ 101.25	\$ 87.75		
SCARBOROUGH LEADERSHIP CENTER									
Board Room 110		NC	\$ 80.00	\$ 40.00	\$ 20.00	\$ 60.00	\$ 52.00	Building Manager required after normal hours -	
Ritual Room 104		NC	\$ 245.00	\$ 122.50	\$ 61.25	\$ 183.75	\$ 159.25	Building Manager required after normal hours -	
Classroom 206		NC	\$ 90.00	\$ 45.00	\$ 22.50	\$ 67.50	\$ 58.50	Building Manager required after normal hours -	
Conference Rm 204		NC	\$ 80.00	\$ 40.00	\$ 20.00	\$ 60.00	\$ 52.00	Building Manager required after normal hours -	
ATHLETIC AND RECREATIONAL FACILITIES									
Maggs Gym (Main)	2000	NC	\$ 750.00	\$ 375.00	\$ 187.50	\$ 562.50	\$ 487.50	Building Manager, Custodial Staff and Security Staff may be required - see item #4	
Upper Gym	TBD	NC	\$ 300.00	\$ 150.00	\$ 75.00	\$ 225.00	\$ 195.00		
Pool	75	NC						Hourly rate applies; Life Guards provided by SU	
Weight room, handball courts, training room, locker rooms, etc. - exclusive use by special arrangements only.									
ATHLETIC FIELDS									
Baseball	TBD	NC	\$ 250.00	\$ 125.00	\$ 62.50	\$ 187.50	\$ 162.50	Use of the varsity fields includes basic lining, supervision. Security and/or additional staffing and/or special lining will be an additional charge. Normally the press box or the scoreboard is not	
Softball	TBD	NC	\$ 150.00	\$ 75.00	\$ 37.50	\$ 112.50	\$ 97.50		
Track	TBD	NC	\$ 350.00	\$ 175.00	\$ 87.50	\$ 262.50	\$ 227.50	Does not include any track/field equipment or	
Practice	TBD	NC	\$ 150.00	\$ 75.00	\$ 37.50	\$ 112.50	\$ 97.50	Does not include lining or equipment	
Stadium Turf Field	2000	NC	\$ 175/hr.	\$ 87.50/hr.	N/A	\$ 131.25/hr.	\$ 113.75/hr.	Does not include lining, equipment, press box , score board, and other fees as applicable	

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				Recovery Cost Only					
SPECIALIZED ATHLETIC FACILITIES									Will be determined as these are not normally available.
Tennis Courts	TBD	NC						\$TBD	
<u>Facility</u>	<u>Capacity</u>		<u>Rates</u>			<u>Remarks for Use of Facilities</u>			
WARD MUSUEM	Meetings	Dinners	Daytime 3 hours or less between 10am-5pm	Evening 5-11pm	75 persons or more				
Education Room	75	65	\$ 50.00	\$ 100.00		Events extending beyond 5:00pm will pay the evening rate. Rates are based on events of 3 hours or less. Over 3 hours, additional time is \$50.00 per hour. There is an additional charge of \$50.00 for open galleries during evening events and \$80.00 for cleaning services when food or beverages are served. Rental costs includes 50 chairs and 9 tables 5'x30".			
			Daytime 6 hours or less between 10am-5pm			Lobby rates are based on events of 6 hours or less. Events over 6 hours, additional charge is \$100.00 per hour. There is an additional charge of \$50.00 for open galleries during evening events and \$80.00 for cleaning services when food or beverages are served. Wedding, Receptions or events with 75 or more persons, the rate is \$575.00.			
Main Lobby	250	100	\$ 175.00	\$ 350.00	\$575.00				

The Gift Shop will remain open while the galleries are open at no extra charge.

Notes:

1. All prices are based on per diem rate. Prices may be adjusted when full conference services are needed, such as housing, food service, or multiple day use of facilities.
2. Prices quoted for classrooms and meeting rooms are based only on the room being used for routine meetings that allow the facility to be used "as is" and require normal custodial and security services.
3. Prices for auditoria use include a cleared, clean stage, and use of house lights and house PA system with one microphone. Any advanced set-up of the facility, such as lighting, sound, etc., shall be in addition to the

- rental fee. Staff and technical equipment during the activity shall be determined and invoiced separately.
4. The University reserves the right to require supervision by University staff and/or police of its auditoria, gymnasium, and other facilities while in use by off-campus organizations. Salaries for personnel required to supervise the facility or to assist with parking and/or control must be paid by the lessee and will be in addition to rental fees and other assessed charges.
 5. The use of Physical Education facilities are normally limited to times when the University is not in session. Specific exceptions may only be made with the approval of the Department of Physical Education and/or Athletics Department. Rental rates for the gymnasias include use of the arena and house PA system only.
 6. All prices listed are based on 2002 costs and are subject to change each year.
 7. Alcoholic beverages will not be permitted at or around any University facilities without appropriate departmental approval.
 8. Rates for Commons indicate exclusive use of the room. The rates do not refer to going through the Marketplace.

***Non-profit groups are defined as those groups having a Federal ID for non-profit status.**

A qualified organization must be a corporation, trust, or unincorporated association. Individuals and partnerships generally will not qualify for tax-exempt status. Furthermore, the organization must meet the following requirements.

- It must be organized and operated exclusively for a charitable purpose.
- Net earnings may not inure to the benefit of any private individual or shareholder.
- No substantial part of its activity may be attempting to influence legislation.
- It may not intervene in political campaigns.
- No part of the purposes or activities may be illegal or violate fundamental public policy.

Revised April 15, 2003

