

SALISBURY UNIVERSITY
OFFICE OF CONFERENCE PLANNING & FACILITIES RESERVATIONS
FACILITY RATES
EFFECTIVE January 15, 2018
(Revised 9/23/19)

Rates - (rounded to the nearest dollar)									
Facility	Maximum Capacity			Co-sponsored/Adjunct Users <i>when a registration fee and/or testing fee is charged.</i>			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	
				+Recovery Cost Only					
*GUERRIERI STUDENT UNION									
Wicomico Room	220-400	NC	\$ 633	\$ 317	\$ 158		\$ 475	\$ 411	Charge for Wic. Rm. is based on 8 hrs of use. Add't usage shall be charged @ 50.00/hr. *
Nanticoke Room: A-B-C (as 1 Room)	72-170	NC	\$ 231	\$ 116	\$ 58		\$ 173	\$ 150	*
Nanticoke A	24-80	NC	\$ 143	\$ 72	\$ 36		\$ 107	\$ 93	
Nanticoke B	28-60	NC	\$ 110	\$ 55	\$ 28		\$ 83	\$ 72	
Nanticoke C	16-35	NC	\$ 94	\$ 47	\$ 24		\$ 71	\$ 61	
Nanticoke A&B	50-108	NC	\$ 176	\$ 88	\$ 44		\$ 132	\$ 114	
Choptank Room	15-28	NC	\$ 90	\$ 45	\$ 23		\$ 68	\$ 59	
Pocomoke Room	22-48	NC	\$ 99	\$ 50	\$ 25		\$ 74	\$ 64	
206	22-48	NC	\$ 99	\$ 50	\$ 25		\$ 74	\$ 64	
* \$50 administrative fee may apply based on type of event. To be determined by Conference Planning Director.									
+Recovery Costs include: Labor - custodial, support services, technical staff support, and security services (if required) and expenses related to facility fees or physical damage to facility or properties.									
DOWNTOWN ART GALLERY	TBD	NC	\$ 133	\$ 67	\$ 33		\$ 100	\$ 86	Hourly rate (2 hr. minimum). \$100 flat cleaning fee. Availability limited around exhibit schedule.

Facility	Capacity	Rates - (rounded to the nearest dollar)							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 Room	250	NC	\$ 735	\$ 368	\$ 184		\$ 551	\$ 478	Minimum catering purchase required to use room.
Dorchester Room	350	NC	\$ 840	\$ 420	\$ 210		\$ 630	\$ 546	Minimum catering purchase required to use room.
Caroline Room	35-78	NC	\$ 160	\$ 80	\$ 40		\$ 120	\$ 104	Minimum catering purchase required to use room.
Talbot Room	80	NC	\$ 110	\$ 55	\$ 28		\$ 83	\$ 72	Minimum catering purchase required to use room.
Somerset Room	82	NC	\$ 110	\$ 55	\$ 28		\$ 83	\$ 72	Minimum catering purchase required to use room.
Rotunda	75	NC	N/A						Not guaranteed with rental of Bistro or Dorchester Rooms - T.B.D.
Worcester Room	40-112	NC	\$ 462	\$ 231	\$ 116		\$ 347	\$ 300	Minimum catering purchase required to use room.
Montgomery Room	26-72	NC	\$ 210	\$ 105	\$ 53		\$ 158	\$ 137	Minimum catering purchase required to use room.
Frederick Room	24-54	NC	\$ 135	\$ 68	\$ 34		\$ 101	\$ 88	Minimum catering purchase required to use room.
Calvert Room	16	NC	\$ 121	\$ 61	\$ 30		\$ 91	\$ 79	N/A

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			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									
STANDARD CLASSROOMS									
Single Classroom	25	NC	\$ 83	\$ 42	\$ 21		\$ 62	\$ 54	See Notes Item 2
Double Classroom	26-60	NC	\$ 94	\$ 47	\$ 24		\$ 71	\$ 61	See Notes Item 2
CONWAY HALL (TETC)									
Lecture 152	62	NC	\$ 138	\$ 69	\$ 35		\$ 104	\$ 90	Tiered Lecture Hall
Lecture 153	134	NC	\$ 204	\$ 102	\$ 51		\$ 153	\$ 133	Tiered Lecture Hall
Lecture 156	74	NC	\$ 138	\$ 69	\$ 35		\$ 104	\$ 90	Tiered Lecture Hall
Lecture 179	56	NC	\$ 125	\$ 63	\$ 31		\$ 94	\$ 81	Tiered Lecture Hall
Conference Room 219	14	NC	\$ 55	\$ 28	\$ 14		\$ 41	\$ 36	No A/V
Conference Room 321	14	NC	\$ 55	\$ 28	\$ 14		\$ 41	\$ 36	No A/V
Video Conf Room 301F	12	NC	\$ 110	\$ 55	\$ 28		\$ 83	\$ 72	See Notes Item 9
DEVILBISS HALL									
Lecture Hall 123	182	NC	\$ 204	\$ 102	\$ 51		\$ 153	\$ 133	Tiered Lecture Hall - See Notes Item 2
FULTON HALL									
Lecture Hall 111	75	NC	\$ 138	\$ 69	\$ 35		\$ 104	\$ 90	Tiered Lecture Hall
HENSON SCIENCE HALL									
Lecture 103	80	NC	\$ 138	\$ 69	\$ 35		\$ 104	\$ 90	Tiered Lecture Hall
Lecture 243	110	NC	\$ 204	\$ 102	\$ 51		\$ 153	\$ 133	Tiered Lecture Hall
HOLLOWAY HALL									
Lecture Room 114	44	NC	\$ 110	\$ 55	\$ 28		\$ 83	\$ 72	Tiered Classroom
Case Study Room 117	30	NC	\$ 83	\$ 42	\$ 21		\$ 62	\$ 54	Tiered Classroom
Case Study Room 119	44	NC	\$ 110	\$ 55	\$ 28		\$ 83	\$ 72	Tiered Classroom
PERDUE HALL									
Lobby & Lecture 151		NC	\$ 275	\$ 138	\$ 69		\$ 206	\$ 179	See Notes Item 12
Auditorium 156	213	NC	\$ 275	\$ 138	\$ 69		\$ 206	\$ 179	Tiered Lecture Hall
Focus Room 150 A & B	40	NC	\$ 183	\$ 92	\$ 46		\$ 137	\$ 119	150 A seats 16 and 150 B seats 24
Executive Case 358 + 362	41	NC	\$ 125	\$ 63	\$ 31		\$ 94	\$ 81	Tiered Classroom

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Recovery Cost Only									
ALUMNI HOUSE									
Alumni Living Rm 108		NC	\$ 231	\$ 116	\$ 58		\$ 173	\$ 150	Limited use during office hours; \$50 administrative fee with exception of co-sponsored/adjunct user. Building Manager required after normal hours.
Conference Rm 201		NC	\$ 121	\$ 61	\$ 30		\$ 91	\$ 79	Limited use during office hours; \$50 administrative fee with exception of co-sponsored/adjunct user. Building Manager required after normal hours.
Miller Alumni Garden									
Garden	50-200	NC	\$ 660	\$ 330	\$ 165		\$ 495	\$ 429	Manager required; Tables and chairs not provided by the University. \$50 administrative fee with exception of co-sponsored/adjunct user. Terms and conditions to be discussed with Conference Planning.
GUERRIERI ACADEMIC COMMONS									
Assembly Hall 462	80-400	NC	\$ 800	\$ 400	\$ 200		\$ 600	\$ 520	
HOLLOWAY HALL									
Auditorium	713	NC	\$ 900	\$ 450	\$ 225		\$ 675	\$ 585	See Notes Item 3 A minimum of one technician is required to be provided by the University @ \$20/hr during all occupancy times including set-up/breakdown. Number of technicians required to be determined by SU.
Great Hall & Social Room	200-GH SR-80	NC	\$ 358	\$ 179	\$ 90		\$ 269	\$ 233	See Notes item 2. SR must be used as currently arranged.
SCARBOROUGH LEADERSHIP CENTER									
Board Room 110	16	NC	\$ 88	\$ 44	\$ 22		\$ 66	\$ 57	Building Manager required after normal hours - See Notes Item #4- Special permission only
Ritual Room 104	35-100	NC	\$ 270	\$ 135	\$ 68		\$ 203	\$ 176	Building Manager required after normal hours - See Notes Item #4 - Special permission only
Conference Rm 204	20	NC	\$ 88	\$ 44	\$ 22		\$ 66	\$ 57	Building Manager required after normal hours - See Notes Item #4 - Special permission only
Classroom 206	50	NC	\$ 99	\$ 50	\$ 25		\$ 74	\$ 64	Building Manager required after normal hours - See Notes Item #4 - Special permission only

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				Recovery Cost Only					
ATHLETIC AND RECREATIONAL FACILITIES									
Magg's Gym (Main)	2000	NC	\$ 825	\$ 413	\$ 206		\$ 619	\$ 536	Building Manager, Custodial Staff and Security Staff
Pool	75	NC							\$175.00 Hourly rate applies; Life Guards provided by SU, not available for rental in summer
Upper Gym	TBD	NC	\$ 330	\$ 165	\$ 83		\$ 248	\$ 215	may be required - See Notes item #4
Weight room, handball courts, training room, locker rooms, etc. - exclusive use by special arrangements only.									
ATHLETIC FIELDS									
Baseball	TBD	NC	\$ 275	\$ 138	\$ 69		\$ 206	\$ 179	Requires site supervisor, if using PA/scoreboard requires additional site supervisor (discretion of AD). \$550-doubleheader, profit base rate.
Intramurals	TBD	NC	\$ 100/hr.	\$ 50/hr.	\$ 25/hr.		\$ 75/hr.	\$ 65/hr.	Site supervisor required. \$200 lights-2 hrs. and \$75/hr for additional hours.
Practice	TBD	NC	\$ 165	\$ 83	\$ 41		\$ 124	\$ 107	Does not include lining or equipment
Softball	TBD	NC	\$ 250	\$ 125	\$ 63		\$ 188	\$ 163	Site supervisor required. Security and/or additional staffing and/or special lining will be an additional charge. Doubleheader-\$400 profit base rate. If using scoreboard/PA system additional site supervisor required.
Stadium Turf Field	5000	NC	\$ 275/hr.	\$ 137/hr	N/A		\$ 206/hr.	\$ 179	Does not include lining, equipment, press box, score board, and other fees as applicable
Track & Field	TBD	NC	\$ 385	\$ 193	\$ 96		\$ 289	\$ 250	Does not include any track/field equipment or press box
Womens Soccer Field	TBD	NC	\$ 293	\$ 147	\$ 73.0		\$ 220	\$ 190	
SPECIALIZED ATHLETIC FACILITIES									
Tennis Courts	TBD	NC					TBD		Will be determined as these are not normally available.

Notes:

- 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.
- 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.
- 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.
- 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.
- 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 gymnasium include use of the arena and house PA system only.
- All prices are subject to change each year.
- Alcoholic beverages will not be permitted at or around any University facilities without appropriate departmental approval.
- Rates for Commons indicate exclusive use of the room. The rates do not refer to going through the Market Place.
- Audiovisual equipment is not included in the facility fee. Additional fees will apply for technical equipment and staff support.

10. Additional fees will apply for events scheduled during non-campus building hours; rates for services may vary per building to include a building supervisor, custodial services and technical staff support.
11. An Event Planner (fees apply) is required on site when the Alumni House is open; rehearsals on Friday must start after 5 p.m. Rental and payment of chairs , tables or tents is the customer's responsibility. Availability of a rain location will be determined. Additional terms and conditions apply.
12. Atrium Lobby area is not available for non-academic events while classes are in session during academic year. (To be determined and discussed with Conference Planning)
Setup of this area must first be discussed with Conference Planning and Catering Manager before use of facility is determined.

***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 September 2019