

# Dickerson Palmer Student Center

## Rental Policies and Procedures

### Venue Capacity

Helms Forum.....	100
Ames Turnout.....	100 (125 standing)
SA/SGA Conference Room.....	10-12
Commons Area.....	125-150 (200 standing)

### Schedule of Fees

All rates are based on four-hour blocks of time occupying the space. Block of time cannot be divided.

Renters should not be in the facilities outside of times outlined in the original agreement. Any additional time will be viewed as an additional block of time and shall be billed accordingly.

Any additional space used that is not part of the original agreement shall be billed accordingly on the final invoice.

Cleaning and damage deposits may be waived with prior agreements made with the University.

#### **Rates for Helms Forum and Ames Turnout**

Rental fee (per 4 hour block).....	\$100.00
Cleaning/Damage Deposit.....	\$100.00

#### **Rates for Commons Area**

Rental Fee (per 4 hour block).....	\$250.00
Cleaning/Damage Deposit.....	\$250.00

#### **SA/SGA Conference Room**

Rental Fee (per 4 hour block).....	\$50.00
Cleaning/Damage Deposit.....	\$0.00

**Additional Fees:**

Stage.....\$150.00

Sound Equipment.....\$75.00

AV Equipment (LCD Projector & PC Laptop).....\$75.00

**Building Personnel Fees**