

SAC FACILITY USAGE FEES

Effective July 1, 2011 – August 31, 2012
(Pricing based on 8-hour increments)

SPACE	EXTERNAL Organization	<ul style="list-style-type: none"> • External Organization SPONSORED by Internal Department • NONPROFIT Organization • GOVERNMENT Agency 	SBU Internal DEPARTMENT	STUDENT Group
Auditorium	\$1700.00	\$900.00	N/C for Facility	No charge for programs. Cancellations inside 1 week are responsible for all applicable staff, AV and set-up charges.
Ballroom A	\$1800.00	\$800.00		
Ballroom B	\$1200.00	\$600.00		
Gallery	\$800.00	\$400.00		
Literature/ Vendor Table	\$90.00	\$90.00	\$90.00	\$0
Lobby	\$1400.00	\$800.00	N/C for Facility	No charge for programs. Cancellations inside 1 week are responsible for all applicable staff, AV and set-up charges.
Meeting Rooms	\$200.00	\$125.00		
Pantry	\$75.00	\$50.00		
Plaza	\$1250.00	\$600.00		
Sculpture Garden	\$600.00	\$300.00		
Why Lobby	\$150.00	\$100.00		

SAC RESOURCE FEES

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R25 RESOURCE	SBU Internal DEPARTMENT	<ul style="list-style-type: none"> • EXTERNAL Organization • NONPROFIT Organization • GOVERNMENT Agency • External Organization SPONSORED by Internal Department 	STUDENT Group
EVENT STAFFING			
Catering	\$35.00	Included in usage fee	N/C
SAC/SBU A/V Tech	\$15.00/hour		
SAC/SBU Extended Hours Staff	\$100.00/hour		\$100.00/hour \$12.00/hour for Grad.
SAC/SBU Grounds Staff	Varies by event		
Student Staffing	\$12.00/hour	Included in usage fee	\$12.00/hour
ROOM SETUP			
SAC AUD Set-up	\$45.00	Included in usage fee	N/C
SAC Ballroom A Setup	\$54.00		
SAC Ballroom B Setup	\$36.00		
SAC Gallery Setup	\$24.00		
SAC/SBU Lobby Setup	\$24.00		
SAC/SBU Meeting Room Setup	\$24.00		
SAC/SBU Outdoor Setup	\$36.00		

AUDIO-VISUAL			
LCD Projector	\$20.00	Included in usage fee	N/C
SAC Laptop	\$80.00		
SAC Overhead Projector	\$5.00		
SAC Slide Projector	\$5.00		
SAC/SBU Ethernet Jack	\$10.00		
SAC/SBU Phone Jack	\$186.00 = \$93 on + \$93 off		
Sound System	\$40.00	Included in usage fee	N/C
TV/VCR/DVD	\$10.00		
OTHER			
Administrative Fee (<i>Applicable to cash, check or credit card payments</i>)	13%of invoice	Included in usage fee	10% of invoice
SAC Gallery Prep	\$250.00		
SAC High Cocktail Table	\$5.00/table	Included in usage fee	N/C
SAC Pipe and Drape Set	\$15.00/ section		
SAC Portable Wall Unit	\$10.00		
SAC Skirting	\$5.00/skirt		
SAC/SBU Generator	\$25.00		
SAC/SBU Helium Tank Usage	\$25.00		
SAC Piano (Digital)	\$200.00		N/C

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Auditorium	\$1,250.00	\$650.00	N/C for Facility	No charge for programs. Cancellations inside 1 week are responsible for all staff, AV and set-up charges.
Ballroom	\$750.00	\$400.00		
Meeting Rooms	\$175.00	\$100.00		
Fireside Lounge	\$150.00	\$75.00		
Bi-Level, Lower Level	\$200.00	\$100.00		
Ballroom Patio	\$600.00	\$300.00		
Courtyard	\$300.00	\$150.00		
Delancey Ballroom	\$50.00	\$25.00	N/C for Facility	No charge for programs. Cancellations inside 1 week are responsible for all staff, AV and set-up charges.

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R25 RESOURCE	SBU Department	<ul style="list-style-type: none"> • EXTERNAL Organization • NONPROFIT Organization • GOVERNMENT Agency • External Organization SPONSORED by Internal Department 	STUDENT Group
EVENT STAFFING			
Custodial	\$35.00	Included in usage fee	N/C
SAC/SBU A/V Technician	\$15.00/hour		
SAC/SBU Extended Hours Staff	\$100.00/hour		\$100.00/hour \$12.00/hour for Grad.
SAC/SBU Grounds Staff	Varies by event		
Student Staffing	\$12.00/hour	Included in usage fee	\$12.00
ROOM SETUP			
SBU Ballroom Setup	\$36.00	Included in usage fee	N/C
SBU Bi-Level Setup	\$24.00		
SAC/SBU Lobby Setup	\$24.00		
SAC/SBU Meeting Room Setup	\$24.00		
SAC/SBU Outdoor Setup	\$36.00		

AUDIO-VISUAL			
SBU Overhead Projector	\$5.00	Included in usage fee	N/C
SBU Portable LCD Projector	\$20.00		
SBU TV/VCR/DVD	\$10.00		
SAC/SBU Ethernet Jack	\$10.00		
SAC/SBU Phone Jack	\$186.00 = \$93 on + \$93 off		
SBU Laptop	\$80.00	Included in usage fee	N/C
Sound System	\$40.00		
OTHER			
Administrative Fee (<i>Applicable to cash, check or credit card payments</i>)	13%of invoice	Included in usage fee	10% of invoice
SAC/SBU Helium Tank Usage	\$25.00		