



## HUSTON-TILLOTSON UNIVERSITY FACILITY/GROUNDS

### FEE SCHEDULE

(COMMUNITY MEETINGS, BANQUETS, RECEPTIONS, AND DANCE FACILITIES)

Names and Descriptions of Facilities	Seating Capacity	Fees
<b>King-Seabrook Chapel</b> Theatre-type cushion seat, large stage Theatre lighting, piano, organ, sound system	372 Persons	\$750 Minimum (4 hrs.) \$187.50 Hourly \$1,500 Daily (8 hrs.)
<b>Agard-Lovinggood Lecture Hall</b> Theatre-type seating, small stage One presentation PC, videoconferencing capabilities	158 Persons	\$200 Minimum (4 hrs.) \$50 Hourly \$400 Daily (8 hrs.)
<b>Dickey-Lawless Science Auditorium</b> Theatre-type seating, small stage One presentation PC, videoconferencing capabilities	159 Persons	\$200 Minimum (4 hrs.) \$50 Hourly \$400 Daily (8 hrs.)
<b>Davage-Durden Student Union</b> Ceramic tile dance floor two patios Projector, podium, and sound system	250 Persons (Dance Area) 200 Persons (Dining Area)	\$300 Minimum (4 hrs.) \$75 Hourly \$600 Daily (8 hrs.)
<b>Mary E. Branch Gymnasium/Auditorium</b> Regulation basketball and volleyball courts Folded auditorium seating, stage	350 Persons (Auditorium) 700 Persons (Gymnasium)	\$300 Minimum (4 hrs.) \$75 Hourly \$600 Daily (8 hrs.)
<b>Conferences/Meetings</b> President Dining Room and Residence Hall Lobby Sandra Joy Anderson Community Health and Wellness Center Center for Religious Life HDMI monitor capabilities	30 Persons	\$100 Minimum (4 hrs.) \$25 Hourly \$200 Daily (8 hrs.)
<b>Classrooms</b> Armchair seating, PC, projection, white board Projector, podium, and sound system	30 Persons	\$150 Minimum (4 hrs.) \$37.50 Hourly \$300 Daily (8 hrs.)
<b>Grounds/Fields</b> Regulation basketball and volleyball courts Projector, podium, and sound system	1,000 Per Person 700 Persons (Gymnasium)	\$300 Minimum (4 hrs.) \$75 Hourly \$600 Daily (8 hrs.)
<b>Resident Hall Rooms</b> Community Suite Deluxe Suite	2 Persons Per Room 4 Persons Per Suite 2 Persons Per Room	\$50 Per Person/Per Night \$100 Per Person/Per Night \$75 Per Person/Per Night

**Deposit per event (nonrefundable) \$150 or 10 percent for reservations over \$10,000.**

**THE FOLLOWING ADMINISTRATIVE FEES ARE TO BE PAID PRIOR TO THE EVENT ALONG WITH THE SECURITY DEPOSIT**

- **Technical services will be secured at a rate of \$18 per hour.**
- **Security services must be provided for all events at a rate of \$40/officer/hour.**
- **Janitorial and grounds services are secured according to the following table.**

	Rates (Monday through Friday before 3 p.m.)	Rates (Monday through Friday after 3 p.m.)	Weekends	Festival Rates (Anytime)	External Catered Event Rate (Anytime)
Grounds	\$0.00	\$28.75 per person/per hour; min. 4 hrs.	\$28.75 per person/per hour; min. 4 hrs.	\$28.75 per person/per hour; min. 4 hrs.	\$28.75 per person/per hour; min. 4 hrs.
Janitorial	\$90 per event, under 200 guests; min. rates apply over 200 guests	\$24.50 per person/per hour; min. 4 hrs.	\$24.50 per person/per hour; min. 4 hrs.	\$24.50 per person/per hour; min. 4 hrs.	\$24.50 per person/per hour; min. 4 hrs.

**USE OF UNIVERSITY FACILITIES**

Your request to reserve a facility on the Huston-Tillotson University campus will be processed by Community Outreach. Facilities are rented on a first come, first served basis based upon receipt of the security deposit and other necessary paperwork, as required. Requestors will receive a packet outlining the procedure for securing a facility.

Contact information: Community Outreach, events@htu.edu or 512.505.3006 - Monday through Friday 8:30 a.m. to 5:30 p.m.