HUSTON-TILLOTSON UNIVERSITY FACILITY/GROUNDS
FEE SCHEDULE
(COMMUNITY MEETINGS, BANQUETS, RECEPTIONS, AND DANCE FACILITIES)

Names and Descriptions of Facilities

King-Seabrook Chapel
- Theatre-type cushion seat, large stage
- Theatre lighting, piano, organ, sound system

Seating Capacity: 372 Persons
Fees: $750 Minimum (4 hrs.)
$187.50 Hourly
$1,500 Daily (8 hrs.)

Agard-Lovinggood Lecture Hall
- Theatre-type seating, small stage
- One presentation PC, videoconferencing capabilities

Seating Capacity: 158 Persons
Fees: $200 Minimum (4 hrs.)
$50 Hourly
$400 Daily (8 hrs.)

Dickey-Lawless Science Auditorium
- Theatre-type seating, small stage
- One presentation PC, videoconferencing capabilities

Seating Capacity: 159 Persons
Fees: $200 Minimum (4 hrs.)
$50 Hourly
$400 Daily (8 hrs.)

Davage-Durden Student Union
- Ceramic tile dance floor two patios
- Projector, podium, and sound system

Seating Capacity: 250 Persons (Dance Area)
Fees: $300 Minimum (4 hrs.)
$75 Hourly
$600 Daily (8 hrs.)

Mary E. Branch Gymnasium/Auditorium
- Regulation basketball and volleyball courts
- Folded auditorium seating, stage

Seating Capacity: 350 Persons (Auditorium)
Fees: $300 Minimum (4 hrs.)
$75 Hourly
$600 Daily (8 hrs.)

Conferences/Meetings

Seating Capacity: 30 Persons
Fees: $100 Minimum (4 hrs.)
$25 Hourly
$200 Daily (8 hrs.)

Classrooms

Seating Capacity: 30 Persons
Fees: $150 Minimum (4 hrs.)
$37.50 Hourly
$300 Daily (8 hrs.)

Grounds/Fields

Seating Capacity: 1,000 Per Person
Fees: $300 Minimum (4 hrs.)
$75 Hourly
$600 Daily (8 hrs.)

Resident Hall Rooms

Seating Capacity:
- Community: 2 Persons Per Room $50 Per Person/Per Night
- Suite: 4 Persons Per Suite $100 Per Person/Per Night
- Deluxe Suite: 2 Persons Per Room $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.

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

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