



Student Centers Room Rental Charge Policies

Billing (if charges are applicable)

A chart field number, a deposit, or agreed to payment arrangements that are written and signed are required to process reservations with billable charges. Room rental and associated charges must be paid in full prior to or on the day of the event.

Deposits and Payments

External clients such as a wedding party and other non-affiliated patrons of Student Centers must submit a 50% deposit of the estimated total charges, an external agreement and a reservation form or the rooms will not be guaranteed. Room rental and associated charges must be paid in full prior to or on the day of the event.

Additional costs will not be incurred if cancellations are made as long as the guidelines of the cancellation policy are followed. However, if additions are made at any time before the event, the regular rental rates will be added.

Fee Guidelines

DePaul University student organizations, academic and staff departments may use meeting facilities in the Student Centers for no room rental charge, when all attendees are members of DePaul University students, faculty, or staff. Internal and external clients may be required to pay for additional equipment, staff expenses, and building extension charges.

- In addition to room charges, other fees may include any or all of the following: Audio/Visual equipment and staffing, set up/teardown, food and beverage, rental fees, security, and building hour extension fees.
- Any program at which non-DePaul participants are in attendance is subject to room rental charges.

Rates

Rental rates are set by the Director of the Student Centers and approved by the Vice President for Facility Operations. The Student Centers was built by the University for University Events and functions. Space will not be given in exchange for services or other in-kind donations.

Room Rental Charge Policies

DePaul University Student Center defines organizations in three types as follows for purposes of determining room rental charges:

- *Recognized Student Organizations*: Any student group formally recognized by the Office of Student Involvement, Student Government Association, the Vice President for Facility Operations and the Vice President for Student Affairs.
- *University Departments and Administrative Units*: DePaul University faculty and staff organizations and administrative units (i.e. departments, centers, schools, committees, colleges and divisions) which regularly receive university appropriated funding.
- *External Groups*: Groups outside the University (who do not receive appropriated funds) whose functions or activities does or does not involve affiliation with a University department or unit, are sponsored by the respective department, and utilize University resources and services.

1. Group A – Recognized Student Organizations

A. *No Charge*:

- 1) For meetings or programs attended by the DePaul community in conducting the business or mission of the organization.

B. *External Rates*:

- 1) Will apply when sponsoring a regional chapter of their organization, which relates directly to the purpose or mission of the student organization. Recognized student organizations that align themselves (OR) are affiliated with external for-profit organizations may be subject to providing a signed contract, certificate of insurance and rental fees for the use of University facilities.

C. *External Groups*:

- 1) Does not apply

2. Group B – University Departments and Administrative Units

A. *No Charge*:

- 1) For meetings or programs open only to DePaul students, faculty, and/or staff in conducting the business of the University.

B. *Affiliate Rates*:

- 1) Will apply to departments and administrative units sponsoring workshops, conferences, symposia, seminars, or programs, where the content or program is related to the mission of the sponsor and external guests are invited/attend. Event space will be charged at 75% of the external rate when there is full participation in planning by the sponsoring department.
- 2) Will apply to department and administrative units reserving space for external organizations offering workshops, conferences, symposia, seminars, events or programs where the content or program is related to the mission of the sponsor and external guests are invited/attend, where there is no sponsorship by the department. Event space will be charged at 100% of the external rate.

- 3) **Note:** Sponsorship is not allowed if the content or program is not related to the mission of the sponsoring group.

3. Group C- Alumni

- A. *No Charge:* Not applicable.
- B. *Affiliate Rates:* Will apply to alumni reserving space for external organizations offering workshops, conferences, symposia, seminars, events or programs, where there is no sponsorship by the department whether admission is or is not charged. Event space will be charged at 75% of the external rate.
- C. *External Rates:* Will apply to groups that request space regardless of whether they charge or not for an event, workshop, conference, symposia, seminar, or program.

4. Group C – External Groups

- A. *No Charge:* Not applicable.
- B. *Affiliate Rates:* Will apply to alumni reserving space for private events. Event space will be charged at 75% of the external rate.
- C. *External Rates:* Will apply to groups that request space regardless of whether they charge or not for an event, workshop, conference, symposia, seminar, or program.
- D. All other DePaul University policies apply.

4. Sponsorship Definition

The sponsoring University organization vouches for or assumes responsibility for the action of the organization that they are sponsoring. This includes:

- A. Financial responsibility - The sponsoring organization is liable for all expenses billed to the organization using DePaul University spaces whether these expenses result from routine use and fees or from extraordinary circumstances or damage to DePaul facilities. The sponsor must provide a chartfield for billing.
- B. Program content responsibility - Programs should be in line with the educational mission of DePaul University and should benefit DePaul students and the University community.
- C. Event Planning and Production responsibility - The sponsoring University organization must assist with and take an active role in planning the event with the sponsored organization. This includes assuring that:
 - Reservation deadlines are met in a timely manner.
 - DePaul University Student Center facilities usage policies are adhered to (including those relating to fire and safety regulations regarding room capacities and set up).
 - Food and beverage policies are adhered to.
 - Adequate staff from both the sponsored and sponsoring University organization is on hand to supervise the event production.

- Time restrictions are enforced.

5. Letter of Sponsorship

A student organization or University department wishing to sponsor a non-University group must submit, in writing, a letter or email of sponsorship to the Lincoln Park Student Center administrative offices, signed by the president of the sponsoring organization or by the department head. No reservation can be taken until this process is completed.

Room Rental Rates

Base room rate structure with a four hour minimum required:

Space	Rate per hour
I. Lincoln Park Student Center	
A. Multipurpose Room, Room 120	
120 A & B*	\$ 500*
120 A	\$ 250
120 B	\$ 250
B. LPSC Meeting Room 314 & 220	
314 A & B*	\$ 200*
314 A	\$ 100
314 B	\$ 100
220	\$ 100
C. LPSC Meeting Rooms 312, 313, 315 and 316	\$ 50 per room
D. LPSC Meeting Rooms 324, 325, 380	\$ 75 per room
E. Atrium*	\$ 300*
II. Cortelyou Commons	
A. Ballroom*	\$ 300*
III. DePaul Center	
A. DePaul Club	\$ 75
B. Gallery Lounge	\$ 100
C. North Café	\$ 100
D. Cafeteria	\$ 200
E. Terrace	\$ 150
F. Room 11013	\$ 50
IV. Munroe Conference Rooms 114, 115 and 116	\$ 50 per room; \$ 125 for 114-116
V. The Quad*	\$ 1,500*
VI. Weddings	

A. Cortelyou Commons Wedding	\$ 2,750
B. 120 A & B	\$ 3,250

*Four Hour Minimum Required

Room Rental Charge Chart

	Student Organization using space	Univ. Dept. or Admin Unit w/ no external org or attendees using space	Univ. Dept. or Admin Unit w/ external org or attendees using space	External client using space
Student Organization reserving space	No Charge	No Charge	75% of hourly rate	Does Not Apply
University Department Or Administrative Unit reserving space	No Charge	No Charge	Standard hourly rate w/o sponsorship	Standard hourly rate w/o sponsorship
			75% of hourly rate w/ sponsorship	75% of hourly rate w/ sponsorship
External Group reserving space	Does Not Apply	Does Not Apply	Standard hourly rate w/o sponsorship	Standard hourly rate
			75% of hourly rate w/ sponsorship	Alumni reserving space for private events. 75% of the hourly rate