



**USU**

CALIFORNIA STATE UNIVERSITY SAN MARCOS

## USU Room Rental and Resources Rates

	Student Orgs/ Student Focused	On-Campus / Department Groups*	Off-Campus / External Groups**
Single Meeting Room (2310A or B)	\$0	\$66 / day 1 - 4 hours = \$33	\$132 / day (up to 12 hours) 1 - 4 hours = \$82
Double Meeting Room (2310 AB)	\$0	\$132 / day 1 - 4 hours = \$66	\$264 / day (up to 12 hours) 1-4 hours = \$132
Single Ballroom Section A, B, C or D	\$0	\$198 / day 1 - 4 hours = \$99	\$352 / day (up to 12 hours) 1-4 hours = \$176
Half Ballroom	\$0	\$374 / day 1 - 4 hours = \$187	\$682 / day (up to 12 hours) 1-4 hours = \$341
Full Ballroom ABCD	\$0	\$715/ day 1 - 4 hours = \$358	\$1320 / day (up to 12 hours) 1-4 hours = \$660
+Standard ballroom set-up fee (1 section)	\$50	Included in room rental fee	Included in room rental fee
Standard half ballroom set-up fee	\$120	Included in room rental fee	Included in room rental fee
Standard full ballroom set-up fee	\$180	Included in room rental fee	Included in room rental fee
Rooftop Patio (as-is or +standard use)	\$0	n/a	n/a
Rooftop Patio set up fee	\$25	\$165 / day 1 - 4 hours = \$83	\$275 / day 1 - 4 hours = \$137
1 <sup>st</sup> Floor Patio (as-is or standard use)	\$0	n/a	n/a
1 <sup>st</sup> Floor Patio set-up fee	\$25	\$35	\$45
Campus Way Circle Tabling (standard)	\$0	n/a	n/a
Campus Way Circle Event	\$120	n/a	n/a
Forum Plaza 3 Pavers (as-is or standard)	\$0	n/a	n/a
Forum Plaza 3 Pavers set-up fee	\$50	n/a	n/a
Activity Room (including staff)	\$24 / hour	\$24 / hour (2 hr. minimum)	\$36 / hour (2 hr. minimum)
Full Amphitheater (no AV equipment)	\$0	\$200 / day 1 - 4 hours = \$100	\$400 / day 1 - 4 hours = \$200
Dining Pavilion (West) (as-is)	\$0	\$120 / day 1 - 4 hours = \$75	TBD based on specific requests
Coffee Pavilion (East) (as-is)	\$0	\$110 / day 1 - 4 hours = \$66	TBD based on specific requests
Commercial filming / video	Requires Pre-Approval	\$500 / day	\$500 / day
Extended Hour Charges	\$55 / hour	\$60 / hour	\$90 / hour
Extended Hour Charges (Summer Only)	\$220 / day 1 - 4 hours = \$120	\$288 / day 1 - 4 hours = \$144	\$360 / day 1 - 4 hours = \$180

USU Resources		*Resources are limited based on capacity of the room and / or concurrent events	
Rounds 60"	\$0	Included in Room Rental Rate	Included in Room Rental Rate
5ft Tables	\$0	Included in Room Rental Rate	Included in Room Rental Rate
6ft Tables	\$0	Included in Room Rental Rate	Included in Room Rental Rate
Bellies Short: Approx. 2.5 ft. Tall: Approx. 3.5 ft.	\$0	Included in Room Rental Rate	Included in Room Rental Rate
Ballroom Chairs	\$0	Included in Room Rental Rate	Included in Room Rental Rate
White Plastic Chairs	\$0	Included in Room Rental Rate	Included in Room Rental Rate
Whiteboards (2 Total)	\$0	Included in Room Rental Rate	Included in Room Rental Rate
Portable Wall (4 Total)	\$0	Included in Room Rental Rate	Included in Room Rental Rate
Stanchions	\$0	Included in Room Rental Rate	Included in Room Rental Rate
Stage (4x8 Sections – 12 Total)		*Inside Spaces Only	
Quad Ballroom (4 Pieces)	Included in Set Up Fees	Included in Room Rental Rate	Included in Room Rental Rate
Half Ballroom (6 Pieces)	Included in Set Up Fees	Included in Room Rental Rate	Included in Room Rental Rate
Fall Ballroom (8 Pieces)	Included in Set Up Fees	Included in Room Rental Rate	Included in Room Rental Rate
Additional Pieces of Stage	\$20	\$30	\$40
Pipe and Drape (Per Section) (W: 8ft / H <sub>0</sub> : 6.6 ft., H <sub>1</sub> : 8 ft., H <sub>2</sub> :10 ft., H <sub>3</sub> : 16 ft.)	\$5 / Section	\$10 / Section	\$15 / Section
AV / IT		*For more information on what packages include refer to the AV / IT Package Document	
Pro Tech Labor	\$36 / Hour Student Pro Tech ; \$72.00 / Hour Pro Staff		
Assistant Tech Labor	\$18 / Hour		
Built in Audio/Visual	\$0	\$0	\$30
Standard Podium	\$0	\$15	\$20
Smart Podium	\$30	\$50	\$60
Smart Truss Podium with Display	\$50	\$70	\$100
Built in Amphitheater Sound System	\$30	\$50	\$125
Portable Projector & Screen Package	\$30	\$50	\$125
Portable Sound System Package	\$30	\$85	\$125
Pro Portable Sound System Package	\$100	\$150	\$200
Portable Projector & Screen w/ Sound System Package	\$140	\$225	\$275
Build in Stage Lighting Package	\$60	\$85	\$275
Portable Stage Lighting Package	\$185	\$235	\$285

<b>Pro Portable Projector &amp; Screen w/ Sound System Package</b>	\$200	\$295	\$350
<b>Movie Night Screening Package</b>	\$300	\$400	\$550
<b>Steaming Package</b>	TBD based on Specific Request		
<b>Wireless Clicker</b>	\$0	\$0	\$5
<b>Microphone Floor/Table Stand</b>	\$0	\$5	\$10
<b>Wired Microphone</b>	\$0	\$10	\$20
<b>Blu-ray/DVD Player</b>	\$0	\$10	\$25
<b>Wireless Speakerphone</b>	\$5	\$10	\$25
<b>Computer/Laptop</b>	\$0	\$10	\$25
<b>Wireless Microphone</b>	\$0	\$25	\$35
<b>Apple TV</b>	\$0	\$10	\$25
<b>Karaoke Machine</b>	\$30	\$35	\$50
<b>Document Camera</b>	\$25	\$35	\$50
<b>Spider Box</b>	\$25	\$35	\$50
<b>Stage Light</b>	\$30	\$40	\$50
<b>Up-Light (set)</b>	\$30	\$40	\$50
<b>Moving Lights</b>	\$50	\$60	\$70
<b>Tech Table</b>	\$30	\$40	\$75
<b>Fast Fold Portable Screen</b>	\$100	\$150	\$200
<b>10' Truss Tower</b>	\$65	\$85	\$100
<b>Additional Fees</b>			
<b>Damage Fee</b>	Material Cost + Labor		
<b>Additional Cleaning Fee</b>	\$90		
*Subject to change based on amount/materials			
<b>Additional Set-up Labor Fee</b>	\$30 / hour	\$40 / hour	\$50 / hour
<b>No Show Fee</b>			
<b>Arcade, Single Meeting Rooms, Smaller Events/Spaces</b>	\$40		
<b>Double Meeting Rooms, Quad, Amphitheatre Spaces</b>	\$75		
<b>Half/Full Ballroom</b>	\$150		
<b>Late Cancellation (48 Hours or less)</b>			
<b>Arcade, Single Meeting Rooms, Smaller Events/Spaces</b>	\$30		
<b>Double Meeting Rooms, Quad, Amphitheatre Spaces</b>	\$45		
<b>Half / Full Ballroom</b>	\$60		
<b>Failure to comply with reservation time / USU Staff</b>	\$100		

Additional Information
<p>Complex set-ups and / or special requests may incur additional fees for event coordination, resources, labor and State Fire Marshall approval. For external events, a minimum of two labor hours will be billed for additional AV or labor support.</p>
<p>*Events hosted by on-campus departments that are in direct support of campus life and / or have more than 50% student attendees may be billed at the student org/student focused rate. This determination is at the discretion of the USU Administration.</p>
<p>**Current members of the CSUSM Community and members of the Alumni Association and / or the Retiree Association will receive 25% off the Off Campus / External room rates for their event. All other rates will be billed as Off-Campus / External.</p>
<p>+Standard Room set-up for ballroom offers a choice of banquet rounds or lecture-style seating.</p>
<p>+Standard set-up for outdoor spaces includes a basic number of tables and chairs.</p>
<p>Use of the full ballroom includes the Green Room and the pre-function hallway (as-is).</p>
<p>Parking &amp; Police Coverage – Rates are set by campus and apply to all user groups.</p>
<p>Items such as linens, skirting, heat lamps, dance floors and other items will be charged at market price. All room rentals come with a basic inventory of equipment. These rates are for needs above and beyond.</p>
<p>Stage also includes one set of stairs and skirting.</p>
<p>All room rentals are subject to availability and in accordance with the policies and procedures approved for the University Student Union. We reserve the right to relocate any event as needed.</p>