

University Center Facility Fee Schedule 2011-2012
For UTSA Departments, Units, and Registered Faculty & Staff Organizations

EFFECTIVE SEPTEMBER 1, 2011

	Events Not Charging Admission		Charging Admission
	Events During Normal Operating Hours	Before or After Regular Hours (2 hr minimum will be charged)	Anytime
UTSA Departments, Units, and Registered Faculty & Staff Organizations			
Small Meeting Rooms	No Charge	\$22.00/hr	\$33.00/hr
Bexar, Travis, Harris	No Charge	\$55.00/hr	\$83.00/hr
Retama Auditorium	No Charge	\$55.00/hr	\$83.00/hr
Ballroom 1, Ballroom 2, Denman	No Charge	\$83.00/hr	\$100.00/hr (4 Hrs. Minimum)
Ballroom 1 & 2 (Combined)	No Charge	\$165.00/hr	\$175.00/hr (4 Hrs. Minimum)
Gallerias–Retama, Denman, Ballroom	No Charge	\$55.00/hr	\$83.00/hr
Ski Lodge or Alamo Lounge	No Charge	\$39.00/hr	\$55.00/hr
UC Food Court or General Areas of UC	No Charge	\$55.00/hr	\$83.00/hr

Additional Fees		
After Hours Fee	Required outside operating hours.	\$150.00 per hour
No Show / Cancellation	Less than 24 hours prior to event for small meeting rooms or less than 72 hours prior to event for large meeting rooms and Ballrooms.	Before or after regular hours rate per hour.
Late Add-ons / Changes to Set-up	Less than 72 hours prior to event.	\$50.00 plus labor
Paseo	Set up and equipment fees apply.	
Note:		
Admission is defined as: enrollment fees, registration fees, admission fees, monetary donation, etc.		
In all situations where security, custodial, or other costs are incurred, these will be billed to the user.		

UC Fees are subject to change.

Computers and Projectors	
Computer (with Wireless PowerPoint Remote)	\$25 for each hour \$50 up to 3 hours \$75 more than 3 hrs
LCD Projectors (Ceiling Mounted) (Client must supply personal computer)	\$25 for each hour \$50 up to 3 hours \$75 more than 3 hrs
Video Projector - Portable	\$25 for each hour \$50 up to 3 hours \$75 more than 3 hrs
Overhead Transparency Projector/Cart	\$10 per hour
Wireless PowerPoint Remote w/ USB Adapter	\$5.00

Screens	
Portable/Tri-Pod Screens	No Charge
SkyPar Screens (Ballroom Use Only)	\$400.00

Sound Systems & Support Equipment	
System I - Mini PA system	\$50.00
XLR Audio Cable	\$2.00
Handheld Microphone/Lavaliere	No Charge
Microphone Stand	No Charge
Portable Boom Box Stereo/CD	No Charge

Important: The following items require an AV Tech for set-up, operation, and breakdown. Please see (*) note below.	
System II - Small PA system *	\$150.00
System III - Large PA system *	\$225.00
System IV- Major PA system *	\$600.00
Audio Mixers *	\$40.00
Wireless Microphone Headset *	\$20.00

Video Systems and Support Equipment	
Flat Screen 47" TV/Roll Around Cart	\$100.00
Video Conferencing System w/ 47" TV	\$60 per hour
TV/DVD/VCR Combo/Roll Around Cart	\$40.00
Portable DVD/VCR Combo	\$25.00

Lighting Systems	
Follow Spot (AV Tech Required)	\$25 per hour
Large Lighting System	\$50 per hour
Small Lighting System	\$25 per hour
SkyPar Lighting	\$250.00
SkyPar Columns	\$170.00
Disc Lights (Under Table)	\$11.00
Abstract/Glass Bowl Centerpiece (each)	\$11.00
LED Single color light (each)	\$25.00
GOBO - Creation	\$75.00
GOBO - Projector/Spotlight/Rigging	\$30 per hour

* Client will be provided an AV Technician at designated times for set-up and teardown of event. AV Technician will also be provided during event with a 2 hour maximum length for actual event. After the 2 hours, client will be charged a rate of \$25.00 per hour for technician services.

Linens	
Booth Package: 3 sides pipe/drape, 6' skirted table, &	\$25.00
Napkins (various colors available) (each)	\$3.00
Pipe and Drape (per 10 ft. Section)	\$25.00
Table Skirts (with clips) (each)	\$15.00
Table Cloths (each)	\$15.00
Table Covers (Aluminum)	\$10.00
Table Covers (Spandex) for Cocktail/Rounds	\$12.00

Miscellaneous	
Coat Rack	No Charge
Easel	No Charge
Electrical Extension Cord or Power Strip	\$2.00
Flip Chart with Paper	\$25.00 each
Steinway Piano	\$150.00
Carpet Runways (Set-Up Fee)	\$25.00 each
Stanchions (set of 3)	\$10.00
Stool	No Charge
Table Number Stands	\$1.00 each
Cocktail Tables	\$7.00 each
Shoji Screens	\$10.00 each
Whiteboard (Portable)	No Charge

Staging and Outdoor Use	
The UC has a variety of indoor staging available for use. Up to 2 (two) 4'x8' sections can be set-up at no charge. Additional staging is available for a fee depending upon the amount of staging and the labor required for your individual set-up. Event Managers can provide more details.	
Outdoor Staging	Same as indoor staging plus required labor
Outdoor Use of Chairs	\$1.00 each
Outdoor Use of Table (1) & Chairs (2)	\$3.00
Outdoor Use of Podium	\$15.00

Labor	
Housekeeping - Required for events of 100+ guests with food, and 350+ without food; or as assessed by UC.	\$150.00
Restoration - May be required for above and beyond normal and reasonable cleaning to return room to original condition.	As assessed by UC
Banner hanging	\$50.00
After hours fee - personnel (per hour)	\$150.00
A/V Technician (per hour)	\$25.00
Building Supervisor (per hour)	\$18.00
Crew Leader (per hour)	\$12.00
Student workers (per hour)	\$10.00
Event Manager (per hour)	\$25.00
Video Service	
HD (high definition) video recording	\$150 per event hour
Video recording-simple editing	\$30 per hour
Digital Signage	
Simple graphics or client-supplied visual media displayed	No Charge