

University of West Florida
University Commons and Student Activities
The Big Book: Policy and Procedure Manual

Topic: Reservations and Conference Services - Facility Rental Policies, Procedures, and Rates
Updated: September 9, 2008

Conference Services consists of two major operations: rental of University facilities and youth camp administration. Conference Services is coordinated by the Manager of Reservations and Conference Services (USPS Staff) and the Coordinator (OPS Student Staff) of Conference Services who collaborate with the Production Services staff and other segments of the USCA staff to accomplish the Conference Services mission.

The goals for the Conference Services operation are:

1. Coordinate and/or produce a series of University sponsored youth camps that expose the University's staff, students, and facilities to the local community; that contribute to the enrichment of the community; and, that generate facility use and revenue during slack periods (especially summers).
2. Coordinate contractor sponsored youth camps that expose the University's staff, students, and facilities to the regional community; that contribute to the enrichment of the community; and, that generate facility use and revenue during slack periods.
3. Provide a comprehensive, customer centered program of space reservations, event planning consultation, and event services to local and regional area; generate facility use and revenue during slack periods.
4. Facilitate the University's exposure to a wide range of interest groups to include public schools, civic organizations, government agencies and local businesses.
5. Market UC Conference Center to non-university customers.

Facility Rental Policies and Procedures

General Procedures

Responsibility for administering the rental of University facilities to non-University groups and the general public is delegated to the Vice President for Student Affairs.

Non-University groups and the general public may request use of facilities through the UCSA Reservations and Conference Services Manager. The Manager will process appropriate facility reservation forms, coordinate necessary services, and assess all fees and charges. All rentals will be authorized by the Associate Vice President for Student Affairs.

Use of facilities by non-University groups is generally restricted to special events. Facilities are not generally scheduled for frequent, continuing activities.

Rental Rates are established in five categories:

- | | |
|------|---|
| A -- | Standard |
| B -- | Non-profit (501-C3 or State of Florida registered) |
| C -- | K-12 schools or related |
| D-- | Wedding - University Community (see wedding policy) |
| E -- | (1) Revenue Generating Co-sponsorship/Hosting |
| | (2) Non-Revenue Generating |
| | (3) Co-sponsorship/Hosting |
| | Revenue Generating Department Facility Fee |

Other Costs/Considerations for Non-University Groups

Catering (including food and beverage concessions) for Conference Service events is restricted to the University's contract food service vendor. An 8.5% coordinator's fee will be added to food service charges. Any exceptions to this policy must be made by the Director of the University Commons and Student Activities.

Other costs will be determined by the special needs of the client. See "Schedule of Additional Related Costs" for other applicable expenses.

Security, audio-visual, and other special services or staffing requirements are in addition to rental for all categories.

All charges are subject to applicable local sales tax. Proof of tax exempt status required.

All sponsors may be required to have or obtain up to \$1 million in general comprehensive liability insurance with the University named as also insured.

Some facilities require additional special staffing: CFPA requires house and stage managers; HLS facility and Field House may require recreation attendant. These costs are in excess of rental. In general all set-up and clean-up services are provided by the facilities rental staff. Other departments may provide special services.

A non-refundable deposit may be required with an executed contract at the discretion of the Conference Services Manager.

Disclaimer

As a university, we should have a commitment to academic freedom and free expression and therefore there should be limited restriction on who may request a facility rental nor on the nature of the event. As a marketplace of ideas, the University should be willing to tolerate the presentation of all sorts of ideas. What is generally innocuous or, on the other hand, what is controversial, is based on many subjective judgments. Clearly, it is appropriate and desirable to restrict activities that are illegal or that present a potential danger to the operation of the University or to its students, faculty or staff. To restrict activities on the basis of content is more problematic and such restrictions should be

applied with great care. Political and religious activities, for example, are filled with the potential for complaint from one segment of the community or another, depending upon the nature of the event and the point of view presented.

As a matter of policy, it is appropriate to limit the sponsor's privilege to use the University's name and logos or trademark in any manner or medium that would assert or imply that the institution supports, approves or endorses any product, service, interest, position, or ideology of the sponsor. For that purpose the following item will be included in all facility rental contracts:

LESSEE may not use the University's name and logos or trademark in any manner or medium that would assert or imply that the institution supports, approves or endorses any product, service, interest, position, or ideology of the sponsor. The following disclaimer must be included in any promotional material produced by LESSEE: UWF facility rentals are managed as an auxiliary service by UCSA Conference Services. UWF is not responsible for the content of this activity.

University Commons
Rental Rates

NOTE: Unless otherwise noted standard set-up and clean-up included. Special requirements may require additional fees
L= Lecture style; D= Dinner Style; W= Workshop Style C =Conference style Dinner is for rounds of 8 maximum

Facility	Category	Minimum -- Four Hours	Per Hour -- After Four Hours	Daily Limit
UC Auditorium or Great Hall (stage: 20 x 24) L=422 L=100 D=200 D=136 W=150 W=50	A	350.00	50.00	550.00
	B	315.00	40.00	470.00
	C	230.00	20.00	305.00
	D	285.00	30.00	400.00
UC Auditorium and Great Hall L=422 L=100 D=200 D=120 W=150 W=50	A	530.00	75.00	825.00
	B	460.00	65.00	700.00
	C	315.00	45.00	465.00
	D	425.00	55.00	625.00
UC Commons Meeting Rooms (ea) *see capacity listing below	A	95.00	35.00	200.00
	B	75.00	25.00	150.00
	C	55.00	15.00	100.00
	D	65.00	20.00	125.00
UC Nautilus Chamber L=N/A D= 40 W= 24 C = 16	A	125.00	30.00	230.00
	B	115.00	30.00	210.00
	C	85.00	15.00	135.00
	D	95.00	20.00	160.00
UC Conference Center (including prefunction areas) L=600 D=300 W=240 Ballroom 51' x 93'	A	730.00	60.00	950.00
	B	670.00	55.00	850.00
	C	550.00	35.00	650.00
	D	640.00	45.00	800.00
UC Conference Center (Per room, Conference Lounge) 51' x 31' L=200 W=80 D=100 Lounge - 24' x 50' D or W = 80	A	250.00	30.00	350.00
	B	225.00	25.00	315.00
	C	185.00	20.00	245.00
	D	215.00	25.00	300.00

Facility	Category	Minimum -- Four Hours	Per Hour -- After Four Hours	Daily Limit
UC Patio, Library Green, North Green, other campus greens *does not include set up & clean up	A	90.00	90.0	90.00
	B	65.00	-	65.00
	C	40.00	-	40.00
	D	50.00		50.00
Argo Galley L=N/A D=112 W=N/A *does not include set up & clean up	A	175.00	30.00	275.00
	B	150.00	25.00	240.00
	C	100.00	20.00	150.00
	D	125.00	25.00	225.00

Meeting Rooms	<u>UC 259</u>	<u>UC 260</u>	<u>UC 265</u>	<u>UC 268</u>	<u>UC 272</u>
Bold denotes	L=N/A	L= 40	L=56	L=N/A	L=56
Standard setup	D=10	D=24	D=40	D=12	D=40
	W=N/A	W=16	W=24	W=N/A	W=24
	C=10	C= 16	C=24	C=12	C=20

University Commons

“E” RATE

- (1) Revenue Generating Co-Sponsorship Facility Fee
 (2) Non-Revenue Generating Co-Sponsorship Facility Fee
 (3) Revenue Generating Department Facility Fee

Facility	Category	Minimum -- Four Hours	Per Hour -- After Four Hours	Daily Limit
UC Auditorium or Great Hall	E (1) (2) (3)	115.00 57.50	12.00 6.00	152.50 76.25
UC Auditorium and Great Hall	E (1) (2) (3)	157.50 78.75	15.00 7.50	207.50 103.75
UC Commons Meeting Rooms (ea)	E (1) (2) (3)	27.50 13.75	7.50 3.75	47.50 23.75
UC Nautilus Chamber	E (1) (2) (3)	42.50 21.25	7.50 3.75	70.00 35.00
UC Conference Center (including prefunction areas)	E (1) (2) (3)	275.00 137.50	15.00 7.50	330.00 165.00
UC Conference Center - per room, Conference Lounge	E (1) (2) (3)	92.50 46.25	8.00 4.00	122.50 61.25
Argo Galley	E (1) (2) (3)	87.50 43.75	7.50 3.75	115.00 57.50
Cannon Green, North Green, Other campus greens	E (1) (2) (3)	25.00 12.50	-	25.00 12.50

Note: E Rate (1) represents a 50% decrease of C Rate; E Rate (2) and (3) a decrease of 75% of C Rate.
 This formula will apply to other facilities not specifically listed above.

**Additional Staffing and Equipment
Off-Campus Rentals**

Excluding Center for Fine and Performing Arts

Staffing/Equipment	Minimum Charge - - Four Hours	Per Hour -- After Four Hours
Personnel:		
Coordinator Fee (waived rental fee assessment)	25.00	25.00
Building Manager	40.00	10.00
Spotlight Operator	36.00	9.00
Stagehand/Loader	36.00	9.00
Technician (A/V Sound, Lighting)	72.00	18.00
Usher/Ticket Taker	36.00	9.00
Equipment		
Cassette Tape Player	15.00	
CD Player	15.00	-
Dance Floor	200.00	-
DVD Player	20.00	
Karaoke system *does not include DJ	maximum 4 hours	75.00
Laser Pointer	5.00	-
LCD Projector (does not include operator)	150.00	25.00
Microphone, <i>cordless</i> (handheld or lavalier)	25.00	10.00
Microphones (<i>standard</i> handheld or lavalier)	25.00	5.00
Projector, overhead (w/screen)	25.00	-
Projector, 35 mm slide (w/screen)	25.00	
Piano, Grand (UC 1 st floor only)*	150.00	-
Piano, Grand (on stage – outsourced) Contract movers need two week's notice. <i>Piano rental does not include tuning.</i>	Estimate 450.00	
Podium only	25.00	
Podium w/microphone	50.00	

*Piano will not be moved off campus for any events.

Staffing/Equipment	Minimum Charge - - Four Hours	Per Hour -- After Four Hours
Sound system, portable w/mixer amp, speaker up to 2 mics, 1 tape or cd player; "sound cart" does not include operator	75.00	15.00
Sound system, full PA – 2 way system amp, mixer, 15 channel, speakers, monitors (4), mics (2)	100.00	20.00
Spotlight rental (Trouperette)	50.00	10.00
Stage Lighting System (portable)	100.00	25.00
Stage Lighting System (UC Auditorium)	100.00	10.00
Lighting "Club" / Dance	200.00	10.00
TV/VCR	25.00	-
TV only	15.00	-

Additional Charges for Specialty Equipment	Department/Student Organizations
Dance Floor	35.00
Karaoke system, DJ not included	20.00 Delivered outside #22 30.00
Grill	35.00
Lighting, portable /"Club Package" Lighting	50.00
Movie screen, 14' x 10', portable	35.00
Piping Drape: <i>per section</i>	5.00
Popcorn machine (supplies not included; clean up required)	35.00
Portable Stage (2' height) Small up to 4, 4'x8' sections Large 6 or more 4'x8' sections	Per section 10.00
Riser (2) 4'x8'x12"	Per riser 5.00
Anchor System - delivery fee incl.	10.00
Presentation Remote	10.00
Sound Cart - Delivery and Set up (sites other than UCSA and Greens)	15.00

Note: This fee is designed to offset direct and indirect costs associated with events that generate revenue or involve non-University agencies or organizations.

*See University Policy on Facility Use.

Field House and Recreational Facilities
Rental Rates

NOTE: Due to the nature of the Field House facilities, set-up and clean-up fees are additional charges. A Field House attendant will be required. See Schedule below for additional Costs.

Facility	Category	Minimum -- Four Hours	Per Hour -- After Four Hours	Daily Limit
FH Gym *Add as listed below	A	*400.00	100.00	*800.00
	B	*340.00	85.00	*680.00
	C	*150.00	25.00	*250.00
FH 145-A (combatives) or FH 147 (dance)	A	80.00	15.00	140.00
	B	60.00	10.00	100.00
	C	40.00	10.00	80.00
HLS Rec Gym (3 courts)	A	*450.00	125.00	*900.00
	B	*300.00	75.00	*600.00
	C	*150.00	40.00	*300.00
Pedagogy/Teaching Gym 1 court each	A	150.00	50.00	300.00
	B	100.00	30.00	200.00
	C	50.00	15.00	100.00
Studios (Blue or Green)	A	150.00	50.00	300.00
	B	100.00	30.00	200.00
	C	50.00	15.00	100.00
Climbing Wall	A	150.00	50.00	300.00
	B	100.00	30.00	200.00
	C	50.00	15.00	100.00

*Pulling Out Bleachers - \$50 Includes raising and lowering basketball goals; pulling out and pushing in of bleachers; cleaning of bleachers and gym floor

Laying Tarp - \$35 per court (3 courts available = \$105)

Includes raising and lowering basketball goals; rolling and unrolling tarps; sweeping tarp and gym floor

Stage Set up- Less than 600 sq ft = \$175; 600 sq ft or greater = \$250

Note E Rates: E1 rate - 50% of C E2 & 3 rate - 75% of C

Recreation Facilities
Rental Rates

NOTE: Unless otherwise noted standard (room as is) set-up and clean-up included. For some events a Recreation Attendant may be required. Special requirements may require addition fees.

Facility	Category	Minimum -- Four Hours	Per Hour -- After Four Hours	Daily Limit
Tennis Courts (Day) Per Set of 4 6 am - 6 pm	A	160.00	40.00	320.00
	B	120.00	30.00	240.00
	C	80.00	20.00	160.00
Tennis Courts (Night) Per Set of 4 6 pm - 6 am	A	200.00	50.00	400.00
	B	160.00	40.00	320.00
	C	120.00	30.00	240.00
Intramural Field (Day)	A	200.00	50.00	400.00
	B	160.00	40.00	320.00
	C	100.00	25.00	200.00
Intramural Field (Night)	A	250.00	65.00	500.00
	B	210.00	55.00	420.00
	C	150.00	40.00	300.00
Multi Purpose Fields	A	100.00	25.00	200.00
	B	80.00	20.00	160.00
	C	40.00	10.00	80.00
Oak Grove	A	50.00	-	50.00
	B	25.00	-	25.00
	C	no charge	-	no charge
	D			25.00

Lining of Fields:

Intramural Soccer Field	100.00
Intramural Flag Football Field	100.00
Intramural Softball Field	50.00

Note E Rates: E1 rate - 50% of C
E2 & 3 rate - 75% of C

Recreation Facilities
Rental Rates

Facility	Category	Minimum -- Four Hours	Daily Limit
Racquetball Courts (1 court)	A	50.00	350.00
	B	35.00	250.00
	C	20.00	125.00
Court Yard	A	40.00	300.00
	B	30.00	200.00
	C	15.00	100.00

Note E Rates: E1 rate - 50% of C
E2 & 3 rate - 75% of C

Center for Fine and Performing Arts
Rental Rates

NOTE: Unless otherwise noted standard set-up and clean-up included. A CFPA house manager and stage manager will be required for all events. This will result in additional charges for all rates. Special requirements may require additional fees. See Schedule of Additional Costs for fee information.

Facility	Category	Minimum – Four Hours	Per Hour – After Four Hours
CFPA Main Lobby (no charge if used in conjunction with another facility in CFPA)	A	260.00	50.00
	B	220.00	40.00
	C	130.00	25.00
	E	65.00	12.50
CFPA Music Recital Hall (Seats 309)	A	300.00	75.00
	B	240.00	60.00
	C	150.00	37.50
	E	75.00	18.75
CFPA Music Rehearsal Hall	A	150.00	40.00
	B	105.00	30.00
	C	75.00	20.00
	E	37.50	10.00
CFPA Main Stage Theater (Seats 426)	A	400.00	100.00
	B	320.00	80.00
	C	200.00	50.00
	E	100.00	25.00
CFPA Studio Theater (Seats 128)	A	300.00	75.00
	B	240.00	60.00
	C	150.00	37.50
	E	75.00	18.75
CFPA Art Gallery (for special events)	A	250.00	55.00
	B	210.00	45.00
	C	125.00	30.00
	E	62.50	15.00
CFPA Art Gallery (for exhibition) Does not include staffing	A	205.00	-
	B	125.00	-
	C	100.00	-
	E	50.00	-

Facility	Category	Minimum – Four Hours	Per Hour – After Four Hours
CFPA Amphitheater	A	150.00	40.00
	B	125.00	25.00
	C	75.00	20.00
	E	37.50	10.00

**Additional Staffing
Center for Fine and Performing Arts only**

Staffing/Equipment	Minimum Charge – Per Hour
Personnel:	
House Manager	30.00
Technical Director	15.00
Stage Manager	10.00
Light, Sound, Fly/Rail Technicians Stagehand	10.00
Equipment	
Stage Lighting (existing) per event	100.00
Stage Lighting Instruments per instrument/per day	5.00
Follow Spot (large) per day	25.00
Follow Spot (small) per day	10.00
Sound System per event	100.00
Counterweight fly/rail system	negotiable
Orchestra Pit	negotiable
Marley Floor	50.00
Load in (4 techs @ \$10)	40.00
Marley tape - per event	60.00
Load out (4 tech @ \$10)	40.00

Security Services

Security	40.00 per hour (estimate) per officer (2 hour minimum)
Estimates for other services will be provided as necessary.	

Other Auditoriums, Conference Rooms and Meeting Rooms
Rental Rates

NOTE: Unless otherwise noted standard set-up and clean-up included. Special requirements may require additional fees.

Facility	Category	Minimum -- Four Hours	Per Hour -- After Four Hours	Daily Limit
Other Auditoriums (ea): 13/230 32/Foundation Room ¹ 36/191 51/152 52/152	A	175.00	40.00	295.00
	B	125.00	30.00	210.00
	C & D	80.00	15.00	105.00
General Conference and Meeting Rooms (each)	A	85.00	20.00	150.00
	B	65.00	15.00	105.00
	C & D	45.00	15.00	85.00

Schedule of Internal Costs

Set-up and Clean-up; overhead to be remitted to Facilities and Services account for staffing and supplies

Fees listed are already incorporated into rentals except as marked (*).

All fees are minimum charges -- extraordinary requirements may result in additional charges.

Service/Facility	Budgeted Charge
Set-up: UC Auditorium or Great Hall	40.00
Clean-up: UC Auditorium or Great Hall	80.00
Set-up: UC Auditorium and Great Hall	60.00
Clean-up: UC Auditorium and Great Hall	120.00
Set-up: UC Conference Center (Full size)	60.00
Clean-up: UC Conference Center (Full size)	120.00
Set-up: UC Conference Center (two rooms)	45.00
Clean-up: UC Conference Center (two rooms)	90.00
Set-up: UC Conference Center (one room)	30.00
Clean-up: UC Conference Center (one room)	60.00
Set-up: Argo Galley	25.00
Clean-up: Argo Galley	50.00

Facilities Management
Schedule of Additional Costs
For facilities and/or requirements not covered by rental cost)

(to be remitted to **Facilities and Services** Account for Staffing and Supplies)

Equipment	Minimum Charge
Chairs	20 – 50: \$20.00 51 -100: \$40.00
Tables, 6 foot	\$3.00 each
Tables, round	\$3.00 each
Risers	\$10.00 each
Stage (ADA with ramp, indoor use only)	\$120.00
Stage, outdoor use	\$80.00

Facilities Services Fee

Remitted to Facilities Management for utilities and basic support functions.

(Time is determined by length of event plus 1 hour)

Fees historically discounted for C Rate (K-12). No PSF for D Rate. Service to Internal groups qualify for E Rate discount.

Facility	Minimum Fee (first 4 hours)	Hourly rate (after first 4 hours)	Daily limit
UC Auditorium (A,B)	\$22.00	\$5.50	\$44.00
UC Auditorium (C)	8.25	1.65	14.85
UC Auditorium (E)	4.13	.83	7.43
UC Great Hall (A,B)	22.00	5.50	44.00
UC Great Hall (C)	8.25	1.65	14.85
UC Great Hall (E)	4.13	.83	7.43
UC Auditorium/Great Hall (A,B)	33.00	8.25	66.00
UC Auditorium/Great Hall (C)	16.50	4.13	33.00
UC Auditorium/Great Hall (E)	8.25	1.65	16.50
UC Meeting Rooms; Nautilus Chamber (A,B)	5.50	1.38	11.00
UC Meeting Rooms; Nautilus Chamber (C)	2.20	.55	4.40
UC Meeting Rooms; Nautilus Chamber (E)	1.10	.28	2.20
UC Conference Center (Combined)(AB)	22.00	5.50	44.00
UC Conference Center (Combined) (C)	8.25	1.65	14.85
UC Conference Center (Combined) (E)	4.13	.83	7.43
UC Conference Center (Per Room)(AB)	5.50	1.38	11.00
UC Conference Center (Per Room) (C)	2.20	.55	4.40
UC Conference Center (Per Room) (E)	1.10	.28	2.20

Facilities Services Fee

Remitted to Facilities Management for utilities and basic support functions.

Facility	Minimum Fee (first 4 hours)	Hourly Rate (after first 4 hours)	Daily limit
FH & HLS Gym (A,B)	88.00	22.00	176.00
FH & HLS Gym (C)	44.00	11.00	88.00
FH & HLS Gym (E)	22.00	5.50	44.00
Pedagogy/Teach Gym (1 ct) (A,B)	16.00	4.00	32.00
Pedagogy/Teach Gym (1 ct) (C)	8.00	2.00	16.00
Pedagogy/Teach Gym (1 ct) (E)	4.00	1.00	8.00
Studios (Blue or Green) (A,B)	16.00	4.00	32.00
Studios (Blue or Green) (C)	8.00	2.00	16.00
Studios (Blue or Green) (E)	4.00	1.00	8.00
Climbing Wall & Court Yard (A,B)	16.00	4.00	32.00
Climbing Wall & Court Yard (C)	8.00	2.00	16.00
Climbing Wall & Court Yard (E)	4.00	1.00	8.00
FH Room 145 A (combat) (A,B)	16.00	4.00	32.00
FH Room 145 A (combat) (C)	8.00	2.00	16.00
FH Room 145 A (combat) (E)	4.00	1.00	8.00
FH Room 147 (dance) (A,B)	16.00	4.00	32.00
FH Room 147 (dance) (C)	8.00	2.00	16.00
FH Room 147 (dance) (E)	4.00	1.00	8.00
Racquetball Court (1) (A,B)	5.00	-	40.00
Racquetball Court (1) (C)	2.00	-	16.00
Racquetball Court (1) (E)	1.00	-	8.00
Tennis Courts (per set of 4) (Day) (A,B)	8.80	2.20	17.60
Tennis Courts (per set of 4) (Day) (C)	4.40	1.10	8.80
Tennis Courts (per set of 4) (Day) (E)	2.20	.55	4.40
Tennis Courts (per set of 4) (Night) (A,B)	22.00	5.50	44.00
Tennis Courts (per set of 4) (Night) (C)	11.00	2.75	22.00
Tennis Courts (per set of 4) (Night) (E)	5.50	1.38	11.00
Court Yard (A,B)	5.00	-	40.00
Court Yard (C)	2.00	-	16.00
Court Yard (E)	1.00	-	8.00
Intramural Field (A,B)	11.00	2.75	22.00
Intramural Field (C)	5.50	1.38	11.00
Intramural Field (E)	2.75	.83	5.50

Facilities Services Fee

Remitted to Facilities Management for utilities and basic support functions.

General Auditoria: 13/230; 32/Foundation Room; 36/191; 51/152; 52/152 (A,B)	44.00	11.00	88.00
General Auditoria: 13/230; 32/Foundation Room; 36/191; 51/152; 52/152 (C)	22.00	5.50	44.00
General Auditoria: 13/230; 32/Foundation Room; 36/191; 51/152; 52/152 (E)	11.00	2.75	22.00
General Conference/ Meeting Rooms (A,B)	17.60	4.40	35.20
General Conference/ Meeting Rooms (C)	8.80	2.20	17.60
General Conference/ Meeting Rooms (E)	4.40	1.10	8.80

Facility	Minimum Fee (first 4 hours)	Hourly Rate (after first 4 hours)	Daily limit
CFPA Main Theater (A,B)	33.00	8.25	66.00
CFPA Main Theater (C)	11.00	2.75	22.00
CFPA Main Theater (E)	5.50	1.38	11.00
CFPA Studio Theater (A,B)	17.60	4.40	35.20
CFPA Studio Theater (C)	4.40	1.10	8.80
CFPA Studio Theater (E)	2.20	.55	4.40
CFPA Art Gallery (A,B)	17.60	4.40	35.20
CFPA Art Gallery (C)	4.40	1.10	8.80
CFPA Art Gallery (E)	2.20	.55	4.40
CFPA Amphitheater (A,B)	11.00	2.75	22.00
CFPA Amphitheater (C)	2.20	.55	4.40
CFPA Amphitheater (E)	1.10	.38	2.20
CFPA Lobby (A,B) (Only if used separately)	33.00	8.25	66.00
CFPA Lobby (C) (Only if used separately)	11.00	2.75	22.00
CFPA Lobby (E) (Only if used separately)	5.50	1.38	11.00
CFPA Recital Hall (A,B)	33.00	8.25	66.00
CFPA Recital Hall (C)	11.00	2.75	22.00
CFPA Recital Hall (E)	5.50	1.38	11.00
CFPA Music Rehearsal (A,B)	17.60	4.40	35.20
CFPA Music Rehearsal (C)	4.40	1.10	8.80
CFPA Music Rehearsal (E)	2.20	.55	4.40
CFPA Lecture (A,B)	17.60	4.40	35.20
CFPA Lecture (C)	4.40	1.10	8.80
CFPA Lecture (E)	2.20	.55	4.40

