

Event Services Fee Schedule (x = included as a baseline service free of charge)	CMC Event	External * Event
Invitations		
Designing invitation (web & print)	X	\$42/hour
Designing registration page	X	\$42/hour
Processing registrations	X	\$42/hour
Processing receipts for events	X	\$42/hour
Collecting invitation list (query or excel)	X	\$42/hour
Pulling attendance lists as requested	X	\$42/hour
Sending save the date/invitation (print/email)	X	\$42/hour
Sending email reminders	X	\$42/hour
Sending event confirmation email to those who have registered	X	\$42/hour
Department Coordination		
Coordinating with the President's Office if President Chodosh is attending	X	X
Coordinating date of event against Advancement Events/Presidential Calendars	X	X
Briefing book if President Chodosh is attending	X	X
Coordinating with IT (wireless) & AV (sound, video)	X	X
Submitting room reservations (FACS)	X	X
Submitting facilities work orders (FACS)	X	X
Coordinating with Bon Appetit	X	X
Floral arrangements	X	X
Print Materials		
Print materials through Azure Creative	Assessed at cost	Assessed at cost
Print in-house branded name badges and placecards	X	Assessed at cost
Print in-house signs for Wifi, Reserved, etc	X	X
Providing branded directional signs	X	X
Room diagrams	X	X
Special Event Management		
Choosing venue/room reservation and contracting	X	X
Assist in menu and bar service selection	X	X
Checking setups during business hours	X	X
Provide specialized event supplies (CMC branded tablecloths, sign stanchions, etc)	X	X
Overseeing event setup during business hours (overseeing installation, etc)	X	X
Room Setup		
During business hours (8am to 5pm, Monday through Friday):		
Basic table/chair configuration setup (2 hours of labor)	X	X
Room cleaning	X	X
Advanced table/chair configuration setup (beyond 2 hours of labor), per person	\$28/hr	\$28/hr
Additional outside cleaning services required (4 hours minimum), per person	\$35/hr	\$35/hr
Outside of business hours:		
Table/chair configuration setup (4 hour minimum), per person	\$35/hr	\$35/hr
Weekday room cleaning, outside of business hours	X	X
Weekend room cleaning (4 hour minimum), per person	\$35/hr	\$35/hr
Roberts Pavilion		
When classes are in session:		
Carpet arena floor	X	\$250 flat fee
Hang drape over bleachers	X	\$50 flat fee
Open/close doors and staff the front desk	X	X
Material and labor to line the court (approval required)	X	\$50 flat fee
When classes are not in session:		
Carpet arena floor	\$250 flat fee	\$250 flat fee
Hang drape over bleachers	\$50 flat fee	\$50 flat fee
Material and labor to line the court	\$50 flat fee	\$50 flat fee
Open/close doors and staff the front desk	\$30.00/hr	\$30.00/hr
Housing		
Housing per person per night (no linens)	\$37.50/night	\$42.50/night
Housing per person per night (linens included)	\$45.00/night	\$48.00/night
Missing flat sheet	\$2.10 each	\$2.10 each
Missing fitted sheet	\$2.10 each	\$2.10 each

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Missing pillow	\$1.25 each	\$1.25 each
Missing pillowcase	\$0.75 each	\$0.75 each
Missing bath towel	\$1.00 each	\$1.00 each
Bed addition	\$45.00 each	\$45.00 each
Bed change/move if bed does not have to be taken apart	\$45.00 each	\$45.00 each
Bed change/move if bed has to be taken apart	\$60.00 each	\$60.00 each
Bon Appetit (14 day advance signed meal guarantee)		
Collins Breakfast (quantity 50)**	\$9.75 each	\$9.75 each
Collins Breakfast (quantity 51-100)**	\$9.25 each	\$9.25 each
Collins Breakfast (quantity 101-200)**	\$8.75 each	\$8.75 each
Collins Breakfast (quantity 200+)**	\$7.75 each	\$7.75 each
Collins Lunch (quantity 50)**	\$13.00 each	\$13.00 each
Collins Lunch (quantity 51-100)**	\$12.75 each	\$12.75 each
Collins Lunch (quantity 101-200)**	\$12.60 each	\$12.60 each
Collins Lunch (quantity 200+)**	\$11.00 each	\$11.00 each
Collins Dinner (quantity 50)**	\$16.50 each	\$16.50 each
Collins Dinner (quantity 51-100)**	\$16.25 each	\$16.25 each
Collins Dinner (quantity 101-200)**	\$16.00 each	\$16.00 each
Collins Dinner (quantity 200+)**	\$14.50 each	\$14.50 each
Water Station Delivery (5-gallon coolers)	\$15.00 each	\$15.00 each
Cups for Water Station (100 pk)	\$5.00 each	\$5.00 each
Special Catering Needs	Assessed at cost	Assessed at cost
Sales Tax	At 9.5% of total	At 9.5% of total
Room Rental Rates (all have 3 hour minimum rate)		
Athletic Facilities		
Ali Mirza Recreation Gym (2 hr min for sports events, 4 hr min for all other events)	x	\$75/hr
Abbot Brown Skybox (prior permission from Athletic Director/designee required)	x	\$40/hr
Roberts Pavilion Arena (2 hr min for sports events, 4 hr min for all other events)	x	\$150/hr
Roberts Pavilion Studios (A & B), Weight Room, Fitness Center	x	\$50/hr
Roberts Pavilion Horvitz Classroom 249	x	\$40/hr
Athletic Field Use - competition field (Zinda, Arce Baseball, Softball)	x	\$75/hr
Athletic Field Use - non-competition field (Parents, Bisantz)	x	\$50/hr
Axelrood Pool	x	\$75/hr
Bisantz Tennis Center - up to six courts	x	\$75/hr
Bisantz Tennis Center - Classroom	x	\$40/hr
Bisantz Tennis Center - Entire Facility (daily rate)	x	\$1500/day
Pickleball Court	Contact Athletics for Pricing	
Golf Practice Facilities	Contact Athletics for Pricing	
Non-Athletic Facilities		
Auditoriums (Capped at \$600/day)	x	\$60/hr
Meeting/Seminar Rooms (Capped at \$400/day)	x	\$40/hr
Terraces and Outdoor Spaces (Capped at \$400/day)	x	\$40/hr
Classrooms (Capped at \$250/day)	x	\$25/hr
Technology/AV/Wifi		
Unreturned Metal Keys	\$150 each	\$150 each
Unreturned Master Metal Keys	Assessed at cost	Assessed at cost
Unreturned Key Cards	\$20 each	\$20 each
Photocopies	x	\$1 each
Fax copies rcvd/sent	x	\$1 each
Computer Lab Technician (per person/per hour)	x	\$11.75 per hr/per person
LCD Projector (where not integrated into the space)	x	\$200 per day
Portable Sound system	x	\$100 each
Wired Microphone (Standard)	x	\$15 each
Wireless Microphone	x	\$30 each
Portable projection screen	x	\$15 each
DV camcorder / Tripod	x	\$75 each
Document Camera / Visualizer	x	\$50 each
Blue Ray / DVD Player	x	\$50 each

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Digital Audio Recorder	x	\$50 each
Laptop Computer	x	\$100 each
Large rear projection screen	x	\$75 each
WebCam	x	\$15 each
Laser pointer	x	\$15 each
Playsite technology (Bisantz Tennis Center)	x	incl. in rental rates above
Wired Network Connectivity (Per Person)	x	\$10 each
Wifi Guest Account (<50 accounts)	x	\$20 flat fee
Wifi Guest Account (51-100 accounts)	x	\$40 flat fee
Wifi Guest Account (101-250 accounts)	x	\$80 flat fee
Wifi Guest Account (250+ accounts)	x	\$100 flat fee
AV Labor (student)	x	\$30/hr
AV Labor (staff)	x	\$60/hr
Athletic Field Lining		
Initial Field Lining***		
Initial baseball/softball field lining, materials and labor (includes measuring, coaches boxes)	\$110 flat fee	\$110 flat fee
Initial lacrosse field lining, materials and labor (includes measuring, finding corners)	\$380 flat fee	\$380 flat fee
Initial soccer field lining, materials and labor (includes measuring, finding corners)	\$264 flat fee	\$264 flat fee
Initial rugby field lining, materials and labor (includes measuring, finding corners)	\$525 flat fee	\$525 flat fee
Initial football field lining, materials and labor (includes measuring, finding corners, no logo)	\$795 flat fee	\$795 flat fee
Initial track & field - all events, materials and labor (includes measuring)	\$510 flat fee	\$510 flat fee
Regular Field Lining***		
Regular baseball/softball field lining, materials and labor	\$87 flat fee	\$87 flat fee
Regular lacrosse field lining, materials and labor (includes coaches boxes)	\$223 flat fee	\$223 flat fee
Regular soccer field lining, materials and labor	\$174 flat fee	\$174 flat fee
Regular rugby field lining, materials and labor	\$255 flat fee	\$255 flat fee
Regular football field lining, materials and labor (no numbers, no logo)	\$525 flat fee	\$525 flat fee
Numbers on football field, materials and labor	\$225 flat fee	\$225 flat fee
Logo on football field, materials and labor	\$190 flat fee	\$190 flat fee
Regular football field lining, materials and labor (with numbers and logo)	\$940 flat fee	\$940 flat fee
Regular track & field - all events, materials and labor	\$485 flat fee	\$485 flat fee
Additional Costs		
Security personnel (per hour, per officer)	\$26/hr	\$26/hr
Pool lifeguard (per hour, per guard)	\$26/hr	\$26/hr
Parking lot attendant	\$26/hr	\$26/hr
Property Damaged/Lost	Assessed at cost	Assessed at cost
Items Left Behind Removal/Damage (minimum \$250)	Assessed at cost	Assessed at cost
Late reservation request requiring services (reservation submitted less than 5 days in advance of event)	\$100 flat fee	\$100 flat fee

*CMC faculty or staff making a third party reservation will be given a 30% discount off of room rental rates.

** Collins Dining Hall currently requires a minimum of 50 patrons to open. In 2019, the minimum will increase to 100 patrons.

*** In-season field lining (defined by CMS Athletics) is not subject to these charges.