Meeting Rooms
Community Group Rental Fee Schedule

NOTE: Community Groups should have a university co-sponsor.
(Subject to Change)

FEE Explanations:

1. **RENTAL FEE**: Rental rates apply to every room that has been reserved by the organization. This fee is based on the requested rooms and specific hours (half-day or full day).

2. **OPENING/CLOSING FEE**: This fee is assessed when an event is open or closed before or after regular hours. Regular hours of operation can be found at: [http://www.utep.edu/library/](http://www.utep.edu/library/).

3. **CLEANING FEE**: This fee is assessed ONLY when the room is left by the user in a different set-up; other than the basic set-up that is available or in such a condition that requires additional cleaning by Facilities Services. Charges will be for the extra cleaning time and materials.

4. **AUDIO/VISUAL EQUIPMENT FEE (listed on reservation form)**: The Library has audio/visual equipment available for use by those who use the meeting rooms in the Library. The equipment is on a first come basis for events. All audio/visual equipment must remain in the reserved area. All requests must be made at the time of the request. We cannot guarantee equipment will be available for last minute requests.

5. **TECHNICIAN FEE**: An audio/visual technician may be requested to monitor the technical equipment during an event. Audio/visual equipment that requires the presence of a technician throughout the entire event is: (1) sound system, (2) video projection unit or (3) other. A one hour minimum Technician Fee will be assessed when this equipment is requested.

6. **DAMAGE FEE**: This fee is determined after the damage has been assessed.

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### Non-University Rates

<table>
<thead>
<tr>
<th>ROOM</th>
<th>Half Day</th>
<th>Full Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blumberg Auditorium Rm. 111</td>
<td>$100.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Meeting Room 410 4th floor</td>
<td>$70.00</td>
<td>$90.00</td>
</tr>
<tr>
<td>McNeely Room 6th floor</td>
<td>$70.00</td>
<td>$90.00</td>
</tr>
</tbody>
</table>

**Additional Fees (see explanations on the right):**

- Opening/Closing (See # 2) $200.00 $200.00
- Cleaning $30 (See # 3)
- Technician $10/hour (1-hr. minimum) per Technician(s) (See # 5)
- Damage (See # 6) Amount determined after damage is assessed.

**AUDIO/VISUAL EQUIPMENT FEES**

*are listed on reservation form*

**NOTE**: ALL EQUIPMENT REQUESTS MUST BE MADE AT THE TIME OF THE MEETING ROOM REQUEST

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July 13, 2006– Approved by Dept. Heads