

Student Affairs Event Management Rates and Fees

Updated Summer 2024

Budgeting for your Event Rental

What is included in your rental?

- **Your selected event/meeting space(s)**
- **Event management staff support in coordinating your request** – our team will support you along the way in your planning efforts, make sure you have your bases covered (you know what approvals you need to get), and work with all of our partners in our facilities and across grounds to ensure you have what you requested for your event.
- **Standard room/event furniture for your selected space(s)**
 - Meeting Rooms have fixed setups
 - Event Spaces have variable setups – you will be able to select from our list of standard setups for your space(s)
 - [See standard furniture for each space here](#)
- **Standard Audio-Visual (AV) equipment for your selected space(s)** - [see standard AV for each space here.](#)
- **AV Setup Assistance** - Building staff will assist in helping you setup your AV to start your meeting and will be available to troubleshoot if you experience issues – they are not in the event space for the duration of your meeting/event.
- **Standard housekeeping** – Cleaning before and after your event is covered, however substantial trash/cleaning may result in additional cleaning costs.

Want to take your event to the next level (what is not included)?

- **Custom setups in event spaces** – our staff can create diagrams of event layouts and setup your event to meet your needs exactly. Pricing varies, check with your event manager for pricing on your event.
- **Non-standard event equipment** – we have more than tables and chairs, see list below for all equipment available.
- **Non-Standard Audio-Visual (AV) equipment** – we offer more than just projectors/TVs and a microphone in the room – see our full list of available AV services below.
- **Additional housekeeping** – bringing in a lot of food/vendors/guests/garbage? Plan to have housekeeping onsite to pull trash throughout your event or make sure the restrooms get extra cleanings.
- **Early/After-Hours Access** – with approval and at an hourly rate, you can keep our facilities open when we are normally closed to extended your event times.
- **Fees** – ok, not exactly “next level” - but late changes, late cancellations, and no-shows fees are also not included in our standard rates.

Venue Rental Rates

Venue Rates				
<i>Room/Venue</i>	<i>Max Seated Capacity</i>	<i>Student Organizations</i>	<i>University Department</i>	<i>Non-Affiliated*</i>
Newcomb Hall				
Conference Room 182	12	\$0	\$50	\$125
Conference Room 360	10			
Conference Room 177	28			
Conference Room 376	19		\$75	\$187
Conference Room 389	26			
Conference Room 481	34			
Ballroom	520	\$0	\$520	\$1,300
Main Lounge	20	\$0	\$100	\$250
Commonwealth Room	100	\$0	\$100	\$250
South Meeting Room	128	\$0	\$128	\$320
Theatre	380	\$0	\$380	\$950
Theatre Lobby	50	\$0	\$100	\$300
Student Activity Spaces				
Ern Commons	190	\$0	\$190	\$500
O'Hill Forum	95	\$0	\$95	\$237
Runk Green Room	100	\$0	\$100	\$250
Student Activities Building	400	\$0	\$100	\$250
Chapel	250	\$0	\$250	\$625**/\$850
1515 on the Corner				
Entire Building	430	\$0	\$700	\$1,750
1515 1 st Floor	205	\$0	\$500	n/a
1515 Gameroom	100	\$0	\$250	n/a
Sunroom	11	\$0	n/a	n/a
Dining Room	8			
Garage	12			
Den	8			
Back Room	37			
Studio	49			

Audio Visual (A/V) Rates

A/V Fees				
A/V	Resources Available	Student Organization/ Student Affairs Unit	University Department	Non-Affiliated*
Sound Package: Microphone and/or Music Use Only	Sound system with speakers (includes 1 microphone)			Included in Venue Rental Cost for spaces without displays – <i>You must still select this package at time of reservation request to ensure you get AV and staff support for your event</i>
Display and Sound Package: Meeting Room	Power strip Flat screen display Cables/adapters: HDMI Sound system with speakers			Included in Venue Rental Cost for meeting rooms with displays (ex: NHL 376, NHL 177)– <i>You must still select this package at time of reservation request to ensure you get AV and staff support for your event</i>
Projector and Sound Package: Meeting Room	Power strip Projection screen Projector Sound system with speakers			Included in Venue Rental Cost for meeting rooms with projectors (ex: Commonwealth, South)– <i>You must still select this package at time of reservation request to ensure you get AV and staff support for your event</i>
Projector and Sound Package: Ballroom Window-Side	Extension cord 2 Projector screens Projector Cables/adapters: HDMI Sound system with speakers			Included in Venue Rental Cost for the Ballroom/Theatre – you select the setup orientation you desire in Ballroom. <i>You must still select the package you desire at time of reservation request to ensure you get AV and staff support for your event</i> 2 mics are standard in each space – additional mics or AV services can be provided at costs listed below.
Projector and Sound Package: Ballroom Service-Side	Extension cord Projector screen Projector Cables/adapters: HDMI Sound system with speakers			
Projector and Sound Package: Newcomb Theatre	Power strip Projection screen Projector Cables/adapters: HDMI			

	Sound system with speakers			
Projector and Sound Package: Ern Commons	Power strip Projection screen Projector Cables/adapters: HDMI Sound system with speakers	Included in Venue Rental Cost – You must still select this package at time of reservation request to ensure you get AV and staff support for your event		
Projector and Sound Package: Runk	Power strip Projection screen Projector Cables/adapters: HDMI Sound system with speakers	Included in Venue Rental Cost – You must still select this package at time of reservation request to ensure you get AV and staff support for your event		
Additional Microphone	Wireless, corded, lavalier – availability dependent on space	-	\$20	\$40
Power Drops	Running power to desired location within reserved event space (with standard diagram)		\$100	\$200
Outdoor Movie Package		\$0	n/a	n/a
Web conference Package			\$20	\$40

Non-Standard Event Equipment Rates

Event Equipment			
Resources Available	Student Organization/Student Affairs Units	University Department	Non-Affiliated*
Easel	\$0	\$0	\$5
Sign Holder	\$0	\$0	\$5
Metal Table Cover (These are standard in	\$0	\$5	\$10

Ballroom Lobby and Theatre Lobby setups with no charge)			
Table Skirt	\$0	\$2.50	\$5
Stanchion	\$0	\$2.50	\$5
Room Divider	\$0	\$10	\$20
Additional Stage Piece	\$0	\$10	\$20
Pipe and drape (per 8ft section)	\$0	\$10	\$20
Newcomb Hall Piano	\$0	\$20	\$40
Piano Tuning	\$150 flat rate – must be arranged two weeks in advance of event		
Coat Rack	\$0	\$5	\$10
Art Display Pedestal	\$0	\$5	\$10
VIP Stage Chair/Use of Lounge Furniture – Requires prior approval	\$0	\$10	\$20

Miscellaneous Fees

Miscellaneous Fees				
Item	Description	Student Organization/Student Affairs units	University Department	Non-Affiliated*
Custom Diagram	Event Management will work with you to create a custom layout for your event – any more than 10 changes from a standard diagram are considered custom	\$0	\$25	\$50
Cancellation Fee	Applied for cancellations with less than 72-hour notice	Counts as a strike against the organization (may lose scheduling privileges)	\$25	
Late Change Fee	Applied when changes are made to a reservation with less than 72-hour notice		\$25 + the cost of labor/equipment requested	
No Show Fee	Applied when no notice is given of cancellation and reservation is not used		\$50	
Damages	Applied when an organization is found to	Cost is determined by cost to repair or replace damage		

	be responsible for damage to facilities	
Housekeeping	Can be requested in advance of event or applied after an event if excessive cleaning is needed	\$150 standard cost – covers additional cleaning of spaces and trash pulls. A custom quote can be generated if having housekeeping staff onsite during an event is required.
Security	Police or Security Officers present at your event	Arranged with the University Police Department Directly – pricing varies and is determined by UPD.
After Hours Fee	Applied when event requires the Facility to remain open after or before normal posted hours	\$100/hr the facility needs to be open outside normal hours
General Labor	Applied when additional labor is required to complete request of event organizer or restitution of damages	\$30/hr for each staff person needed (charged in 30-minute increments)

* - Per University Policy, external organizations are not permitted to reserve spaces through Event Management without being sponsored by a student organization (CIO) or University department. The sponsoring CIO or department will be held responsible for the activities of the non-University group

Solicitation is not permitted within Student Affairs spaces. As part of a CIO or department sponsored resource/information fair vendors/businesses may participate in, recruit at, or showcase products during the event.

Weddings, Memorial Services, and the like may be hosted with Event Management as the sponsor - see the UVA Chapel Page for additional information

** - Special rate available for Alumni/Staff/Faculty of UVA for personal use (weddings, memorials, retirements, etc.)