

J.C. KELLAM 11TH FLOOR  
MEETING AND EVENT PRICING

	UNIVERSITY DEPARTMENT			OFFICES DIRECTLY ASSOCIATED WITH MEMBERS OF THE CABINET			OFFICE OF THE PRESIDENT		
	Half Day 0-4 Hours	Full Day 4-8 Hours	8+ Hours	Half Day 0-4 Hours	Full Day 4-8 Hours	8+ Hours	Half Day 0-4 Hours	Full Day 4-8 Hours	8+ Hours
JCK 11th Floor Ballroom	\$500	\$750	\$1,000	\$500	\$750	\$1,000	No Charge	No Charge	No Charge
JCK 11th Floor Executive Conference Rooms	No Charge	\$75	\$100	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge

ADDITIONAL REIMBURSABLE RATES

<b>Dedicated Audiovisual Technician</b> ***May be required when using special event spaces or determined necessary by Event Services***	50% of Half Day Rental Rate \$25 minimum	No Charge
<b>Additional Room Setup</b> Multiple setups within one room reservation, or a changed setup from standard in Executive Meeting Rooms A&B)	50% of Rental Rate \$25 minimum	No Charge

LABOR

<b>Additional Setup/Cleanup/Rehearsal Time</b> Applicable on days outside of the event and dependent on availability	50% of Half Day Rental Rate \$25 minimum	No Charge
<b>Late Cancellation</b> JCK 11th Floor Ballroom Only	50% of Rental Rate	No Charge
<b>Day-of Cancellation / No-Show</b> JCK 11th Floor Ballroom Only	Full Rental Rate	No Charge

Damage / Stolen Items	Direct Cost
Event Security	Direct Cost

Cancellation and No-Show

Event spaces are in high demand and space is limited. Late cancellations or no-shows prevent others from making use of space. Therefore, a fee will be assessed for space that is not cancelled in a reasonable amount of time or is a no-show.

- JCK 11th Floor Ballroom reservations may be cancelled with no fee ten or more business days in advance..
- Fees for late cancellation are 50% of the rental rate with a \$50 minimum.
- Day-of cancellation or failure to show for events and/or use the space as originally confirmed will be charged full rental rate with a \$75 minimum and may forfeit the ability to reserve space in the future.