

**11th Floor J. C. Kellam Building**  
**Use Priorities, Rental Fees, Set-up, Clean-up and Equipment Charges**

I. Priorities and Rental Fees

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| Priority I   | Meetings   |
| Priority II  | Events hosted by the President to enhance the mission of the university.<br>Rental Fee: No Charge  |
| Priority III | Events hosted by Texas State colleges, departments, programs, or other state funded departments.<br>Rental Fee:<br>Regents Room                   \$20<br>Reed Brantley Parr Room \$75   |
| Priority IV  | Events hosted by the Development Foundation, Alumni Association, Bobcat Club, President's Associates, Support Foundation, and other fund-raising entities.<br>Rental Fee:<br>Regents Room                   \$20<br>Reed Brantley Parr Room \$75 |
| Priority V   | Events hosted by other campus organizations (registered student organizations and recognized staff organizations)<br>Rental Fee:<br>Regents Room                   \$20<br>Reed Brantley Parr Room \$75  |
| Priority VI  | Events hosted by Texas State faculty, staff or Texas State alumni (for personal use).<br>Rental Fee:<br>Regents Room                   Not available<br>Reed Brantley Parr Room \$250  |
| Priority VII | Events hosted by off campus individuals or organizations.<br>Rental Fee:<br>Regents' Room                   Not available<br>Reed Brantley Parr Room \$500   |

II. Building Security Charges

University security is required for events scheduled outside regular operating hours (Police officers are required if alcohol is served). Guards are paid for a minimum of four hours.

Working hours are based on the official university calendar and J. C. Kellam operating hours.

J. C. Kellam is closed on weekends; therefore, events scheduled during weekend hours require building security (including decorating, set up time, and clean up time).

Arrangements for overtime events must be made at least two weeks prior to the event through the office of the Vice President for Finance and Support Services (J. C. Kellam 920, 245-2244).

### III. Set-up Charges

A standard set-up fee is assessed for all users in Priorities I, III - VII at the following rates (with some possible additional charges for the specific equipment.)

The setup charge for the Reed Brantley Parr Room will be the current hourly rate per person per hour according to FSS PPS 05.01.02, Allocation of Responsibilities for the Materials Management and Facilities Department and can be found on the [Materials Management](#) website. (The requested set up will determine the number of people and time required). A standard setup fee is assessed for all users in Priorities I, III-VII with a minimum of one hour for two persons.

If a set-up is altered, an additional fee may be assessed. Billing for setups is processed by the Materials Management Moves and Events Office.

### IV. Clean-up charges

A cleanup fee is assessed if the room is not cleared of decorations in a timely manner or if there is excessive cleaning up that must be done after an event for priorities I, III-VII.

### V. Security Charges

University Police Department:

\$40 per hour per officer (minimum 4 hrs)

\$30 per hour per guard (minimum 4 hrs)

At events where alcohol is served, one or more UPD officers are required (depending upon the expected attendance). A standard security fee is assessed for all users in Priorities III-VII with a minimum of four hours per officer. The rate in effect will be provided to the reserving party at the time of the reservation. Security staffing may be waived at the discretion of the Director of the University Police Department.

### VI. Equipment charges

Equipment charges are assessed for priorities I, III-VII at the following rates:

Podium with microphone	\$20 per event
Lavaliere Microphone	\$20 per event
Handheld Cordless Microphone	\$20 per event
*Media Cabinet	\$75 per event

\*Media Cabinet includes computer, projector, amplified sound, and microphone.