

Mississippi State University Memorial Hall

RENTAL FEES

<u>Conference Rooms</u>	<u>Capacity</u>	<u>Individuals</u>	<u>Community Organizations</u>	<u>*University Organizations</u>	<u>**AOCE Programs</u>
Coskrey Auditorium/Courtyard & Lobby	200	\$550.00	\$275.00	\$125.00	No Charge
Courtyard & Lobby	200	\$250.00	\$125.00	\$50.00	No Charge
Bishop (includes furnishings)	15	\$100.00	\$50.00	\$25.00	No Charge
Burgoyne (includes furnishings)	15	\$100.00	\$50.00	\$25.00	No Charge
All Rooms - Discounted Rate (20%)	230	\$800.00	\$400.00	\$180.00	No Charge

* University Organizations must provide Banner Account Number.

** No rental fees, set-up fees, or after-hours fees; however, AOCE Staff will be responsible for clean-up after scheduled programs.

Note 1: The fees above are **room rental fees only**; any setup fees or audio/ visual fees are additional and not included. (See tables below.)

Note 2: The fees above apply only to those events held on weekdays between the hours of 8 a.m. and 5 p.m.

Note 3: Events occurring after 5 PM on weekdays and events occurring on weekends will be required to cover cost of event staff @ \$15.00/hour/staff person.

Note 4: A deposit of 25% of the rental fee **REQUIRED** at time of reservation & is non-refundable if event is cancelled. Full rental fee payment including all other fees due 1 week prior to event.

SET-UP AND AUDIO VISUAL FEES

There is a minimum charge of \$50.00 for set-up at all events in Coskrey Auditorium/Courtyard & Lobby.

FURNISHINGS for Coskrey Auditorium	
<u>Item</u>	<u>Amount</u>
Carpeted Stage (with Skirts)	\$20.00
Chairs	\$0.50
Lectern	\$5.00
Podium - Full Size, free standing	\$15.00
Podium - Tabletop (no microphone/ sound)	\$10.00
Tables - 12 ft. Conference Rectangle	\$9.00
Tables - 6 ft. Conference Rectangle	\$5.00
Tables - 6-8 Seater, Round	\$4.00

AUDIO/VISUAL EQUIPMENT for all Conference Rooms	
<u>Item</u>	<u>Amount</u>
CD Player/ Sound	\$25.00
LCD Projector	\$25.00
Microphones (lapel, cordless)	\$5.00
Microphone/Stand	\$50.00
Projection Screen	\$15.00
Sound System: Incl. Full-Size Podium w/ Mic/Sound	\$50.00
Tabletop Podium w/Mic/Sound	\$50.00
Tabletop Projector/Projection Screen	\$25.00
VCR Equipment (DVD/VHS/Sound)	\$25.00
Easel	\$2.00
Flip Chart	\$5.00

For more information and to reserve a conference room, go to www.aoce.msstate.edu.

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