



**UCC Special Events Office**  
PO Box 967  
Roseburg, OR 97470  
Phone: (541)440-4705  
Email: [events@umpqua.edu](mailto:events@umpqua.edu)

## **FACILITY RENTAL FEES** **(Effective 09/13/2019)**

### **General Fee's Outline:**

1. Room rental fees (includes standard room set-up)
2. Labor charges in non-standard room set-ups are required
3. Custodial charges will be applied
4. House/Event Manager charges Required
5. Audio visual equipment charges are outlined below
6. Plating Fee of \$25.00 for up to 50 people and .50 per person over.
7. Security or Douglas County Police/Roseburg Police, if necessary, can be arranged.
8. Other charges if additional service or rentals are required
9. Excessive mess will be charged on top of custodial base fee and is outlined in the Facilities Rental Contract.
10. All meals or refreshments of any kind
  - a. **MUST be on the approved food service list and approved by UCC Special Events at the time that the facility reservation is made.**
11. All alcohol of any kind
  - a. **MUST be arranged with the Southern Oregon Wine Institute at the time that the facility reservation is made & a Request for Alcohol must be submitted with the contract.**
12. UCC has the first right to offer food concession sales in UCC facilities.
13. UCC programs and events have priority use of facilities.
14. Liability insurance of \$1 million each occurrence and \$2 million aggregate coverage (College to be named as additional insured), is the responsibility of the customer and must be on file at least 30 days prior to the event.
15. The customer will be charged replacement or repair costs for all damaged facilities or equipment when such damage is beyond normal wear and tear.
16. Any additional costs or overtime incurred for custodial, technician, or other staff time, will be charged to the customer.
17. All Rehearsals are charged accordingly to the fee's outline.
18. Prior to 5pm, groups using facilities must use public parking, not visitor or staff spaces.
19. There will be an hourly charge for every hour after 10 hours of use.
20. All nonprofit users should either: 1) be eligible to claim tax exempt status 2) be a government agency, or c) have a 509A.1, 509A.2, 509A.3, 501C.3 designation.  
Written documentation is required to obtain nonprofit discounts.
21. External event renters may bring in their own media equipment.
22. UCC does NOT allow use of UCC equipment by non-employees.
23. For more information, see UCC's Facility Use Agreement.

**To book an event call (541)440-4705 or go to [umpqua.edu/events-ticketing](http://umpqua.edu/events-ticketing). In the menu, select "Request an Event" >"For Public & Students."**

## Personnel (2-hour minimum unless otherwise specified)

<u>Description</u>	<u>Rate</u>
Event/House Manager (REQUIRED)	\$35 per hour
Stage Manager	\$35 per hour
Stage Support Staff (Stagehands, follow-spotlight operators)	\$35 per hour
Technical Support Staff (Light, sound, equipment)	\$35 per hour
Facilities Support Staff- Security (High Profile or if Requested)	\$35 per hour
Facilities Support Staff- Custodial/Maintenance (Required)	\$35 per hour
Set Up/ Reset (Required with all Room Layout Changes)	\$35 per hour
Life Guard (Required)	\$35 per hour

## Campus Center

<u>Space Name/Capacity</u>	<u>Profit Rate</u>				<u>Nonprofit Rate</u>			
	4 hr. per day	7 hr. per day	10 hr. per day	After 10+ hrs/per hr/per day	4 hr. per day	7 hr. per day	10 hr. per day	After 10+ hrs/per hr/per day
<b>Campus Center-Dining Room</b> Capacity: 192	\$306	\$459	\$612	\$77	\$230	\$344	\$459	\$57
<b>Campus Center- Bistro</b> Capacity: 48	\$140	\$210	\$280	\$35	\$104	\$156	\$208	\$26
<b>Campus Center- Student Lounge</b> Capacity: 65	\$112	\$168	\$224	\$28	\$84	\$126	\$168	\$21
<b>Campus Center- Multi-Rooms, Per Use</b>	\$836				\$627			
<b>Campus Center- Information Table</b> Per table, per hour (in Dining Room) Cap: 192	\$11				\$8			

## Classrooms/Meeting Rooms

<u>Space Name/Capacity</u>	<u>Profit Rate</u>				<u>Nonprofit Rate</u>			
	4 hr. per day	7 hr. per day	10 hr. per day	Per Hour	4 hr. per day	7 hr. per day	10 hr. per day	Per Hour
<b>Classrooms/Meeting Rooms</b> Capacity: Varies from 10-60	\$112	\$168	\$224	\$28	\$84	\$126	\$168	\$21

## Jacoby Auditorium

<u>Space Name/Capacity</u>	<u>Profit Rate</u>				<u>Nonprofit Rate</u>			
	4 hr. per day	7 hr. per day	10 hr. per day	After 10+ hrs/per hr/per day	4 hr. per day	7 hr. per day	10 hr. per day	After 10+ hrs/per hr/per day
<b>Jacoby Auditorium</b> Capacity: 1,010	\$668	\$1,002	\$1,336	\$167	\$500	\$750	\$1,000	\$125
<b>Jacoby Lobby</b> Capacity: 60	\$140	\$210	\$280	\$35	\$104	\$156	\$208	\$26
<b>Jacoby Terrace and Lobby</b> Capacity: 120	\$204	\$306	\$408	\$51	\$152	\$228	\$304	\$38

## Jacoby Auditorium ~ Dance and Music Recitals For Children K-12 (Community/Private Classes)

<u>Space Name/Capacity</u>	<u>Profit Rate</u>				<u>Nonprofit Rate</u>			
	4 hr. per day	7 hr. per day	10 hr. per day	After 10+ hrs/per hr/per day	4 hr. per day	7 hr. per day	10 hr. per day	After 10+ hrs/per hr/per day
<small>Location Space only not including technical staff</small>								
<b>Jacoby Auditorium, Balcony, Lobby and Terrace (Performance)</b> Capacity: 1,010	\$480	\$720	\$960	\$120	\$360	\$540	\$720	\$90
<b>Jacoby Auditorium Rehearsal Per Day</b> Capacity: 60	\$260	\$390	\$520	\$65	\$104	\$156	\$208	\$26
<b>Rehearsal Boom Box (half day-up to 5 hours) per use.</b> (Includes house manager, stage, & dressing rms. NO tech support) (After 5pm, an Event Manager is required.)	\$267/Use (up to 5 hours) \$69/Hour for every hour after 5 hours \$40/Hour Stage Manager fee after 5pm				\$200/Use (up to 5 hours) \$52/Hour for every hour after 5 hours \$35/Hour Stage Manager fee after 5pm			

## Jacoby Media & More

<u>Description</u>	<u>Profit Rate Per Performance</u>	<u>Nonprofit Rate Per Performance</u>
<b>9' Steinway Concert Grand Piano</b> - (1 Performance and 1 Rehearsal) Paid to Roseburg Community Concert Assn. (Live on Stage Roseburg)	\$129	\$97
<b>9' Mason Hamlin Lynn McDonald Concert Grand Piano</b> (1 Performance and 1 Rehearsal)	\$117	\$88
<b>Choir/Chair Risers, Choral Shell</b> (5 panels with 3 rows available)	\$21	\$16
<b>DVD/Data Projector</b> (Per 4 hr. use)	\$95	\$71
<b>Fog Machine</b> (Plus cost of liquid)	\$63	\$47
<b>Follow Spotlights (HMI)</b> (2 available-not including staff)	\$80	\$60
<b>In-House PA System</b>	\$160	\$120
<b>Light Plot Reset Fee</b> (Setting and hanging of outside venues' light plot design)	\$1,616	\$1,212
<b>Orchestra Pit Modification</b> (12 man hours – required UCC Tech)	\$420	\$315
<b>Piano Tuning</b> (1 Performance and 1 Rehearsal) Responsibility of the client.	(Quote per tuning)	
<b>Stage Lighting</b> - Not including the labor fee ( this is the cost of all of the current lights and bulb usage for stage and house lighting per hour)	\$167	\$125

## Swanson Amphitheatre

<u>Space Name/Capacity</u>	<u>Profit Fees</u>				<u>Nonprofit Fees</u>			
	4 hr. per day	7 hr. per day	10 hr. per day	After 10+ hrs/per hr/per day	4 hr. per day	7 hr. per day	10 hr. per day	After 10+ hrs/per hr/per day
<b>Swanson Amphitheatre</b> 1-250 people	\$321	\$482	\$642	\$80	\$241	\$361	\$482	\$60
<b>Swanson Amphitheatre</b> 251-500 people	\$375	\$563	\$750	\$94	\$281	\$422	\$563	\$70
<b>Swanson Amphitheatre</b> 501-750 people	\$428	\$642	\$856	\$107	\$321	\$482	\$642	\$80
<b>Swanson Amphitheatre</b> 751-1,000	\$481	\$722	\$962	\$120	\$361	\$541	\$722	\$90
<b>Swanson Amphitheatre</b> 1,001 + people	\$536	\$804	\$1,072	\$134	\$402	\$603	\$804	\$101

## Swanson Media & More – Per Use or Performance

<u>Description</u>	<u>Profit Rate</u>	<u>Non-Profit Rate</u>
<b>Distribution Box</b> (Additional multi-outlet power supply)	\$60	\$45
<b>Sound System</b> (Tech support not included)	\$698	\$524
<b>Stage Lighting</b> (Tech support not included)	\$214	\$161

## Whipple Fine Arts

<u>Space Name/Capacity</u>	<u>Profit Rate</u>				<u>Nonprofit Rate</u>			
Upon approval of the department	4 hr. per day	7 hr. per day	10 hr. per day	After 10+ hrs/per hr/per day	4 hr. per day	7 hr. per day	10 hr. per day	After 10+ hrs/per hr/per day
<b>Whipple Fine Arts- Center Stage Theatre</b> Capacity: 182	\$251	\$377	\$502	\$63	\$188	\$282	\$377	\$47
<b>Whipple Fine Arts- Gallery</b> Capacity: 100 (includes Lobby)	\$165	\$248	\$330	\$41	\$124	\$186	\$248	\$31

## Pool

<u>Group Size</u>	<u>Profit Rate Per Hour</u>	<u>Nonprofit Rate Per Hour</u>
<b>1-25 Swimmers</b> (2 Lifeguards Required)	\$112	\$84
<b>26-50 Swimmers</b> (3 Lifeguards Required )	\$155	\$116
<b>51-75 Swimmers</b> (4 Lifeguards Required)	\$193	\$145
<b>76-100 Swimmers</b> (5 Lifeguards Required )	\$208	\$156
<b>101-125 Swimmers</b> (6 Lifeguards Required )	\$230	\$173
<b>126-150 Swimmers</b> (7 Lifeguards Required )	\$245	\$184
<b>151-300 Swimmers</b> (8 Lifeguards Required )	\$267	\$200
Lifeguards are not included in the facility/pool rate and are a cost on top of the facility/pool rate	Per Hour Lifeguard Required	Per Hour Lifeguard Required

## Athletic Facilities

<u>Space Name/Capacity</u>	<u>Profit Rate</u>				<u>Nonprofit Rate</u>			
	4 hr. per day	7 hr. per day	10 hr. per day	After 10+ hrs/per hr/per day	4 hr. per day	7 hr. per day	10 hr. per day	After 10+ hrs/per hr/per day
Must be approved by the Athletic department prior to reserving								
<b>Gym</b> (Users provide own equipment) Capacity: 1500	\$165	\$248	\$330	\$41	\$124	\$186	\$248	\$31
<b>Grass Fields</b> (Users provide own equipment)	\$139	\$209	\$278	\$35	\$104	\$156	\$209	\$26

## Danny Lang Center

<u>Space Name/Capacity</u>	<u>Profit Rate</u>				<u>Nonprofit Rate</u>			
	4 hr. per day	7 hr. per day	10 hr. per day	After 10+ hrs/per hr/per day	4 hr. per day	7 hr. per day	10 hr. per day	After 10+ hrs/per hr/per day
<b>Full Event Facility</b> (Rm's 201-204, Lobby, Patio, Courtyard) Capacity: 250	\$643	\$965	\$1,286	\$161	\$482	\$723	\$965	\$121
<b>Tasting Room</b> Capacity: 60	\$321	\$482	\$642	\$80	\$241	\$361	\$482	\$60
<b>Upstairs Classroom/Conf. Room - singular</b> (Room 203, 204 or 209)	\$193	\$290	\$386	\$48	\$145	\$217	\$290	\$36
<b>Combined Classrooms</b> (Room 203 and 204) Cap: 96	\$353	\$530	\$706	\$88	\$265	\$397	\$530	\$66
<b>Tasting Room and One Classroom</b> (Tasting Room and Room 203 or 204) Capacity: 110	\$417	\$626	\$834	\$104	\$313	\$469	\$626	\$78
<b>Wine Library</b> Capacity: 16	\$91	\$137	\$182	\$23	\$68	\$102	\$137	\$17
<b>Fermentation Cellar</b> (on approval only) Capacity: 44	\$268	\$402	\$536	\$67	\$201	\$302	\$402	\$50
<b>Piano Tuning</b> - Responsibility of the client.	(Quoted per tuning)							

## Miscellaneous

<u>Description</u>	<u>Profit</u>	<u>Nonprofit Rate</u>
<b>Chairs, each</b>	\$2	\$2
<b>Data Projector &amp; Screen Per Use</b>	\$80	\$60
<b>Laptop</b> (per hour or per use, whichever is more)	\$25 Fee	
<b>Shuttle Bus</b> (2-hour minimum, includes driver)	\$25/Hour per Driver + \$25 Flat Fee	
<b>Shuttle Cart</b> (2-hour minimum, includes driver)	\$25/Hour per Driver	
<b>Staging</b> (#4 count-4x4 sections)	Call for pricing (541)440-4705	
<b>Tables- 4, 5, or 6 Ft. Rounds, Each</b> (when added to a layout)	\$6	\$5
<b>Tables- 3'x6' Rectangles, Folding, Each</b> (folding)	\$6	\$5
<b>Tent- 10' x 20' - Each</b>	\$85	\$64
<b>Tent- 20' x 30' - Each</b>	\$107	\$80
<b>Move Fireplace Furniture - Each</b>	\$65	\$49
<b>Use of Grand Piano</b>	\$51 (Tuning is the responsibility of the renter)	
<b>Podium</b>	\$30	\$23
<b>Stage 4' x 8'</b>	\$22	\$17
<b>Flags USA and Oregon</b>	\$10	\$8
<b>Microphone</b> (cord, cordless, lapel – outside of Jacoby)	\$45	\$34
<b>CD Player</b> (outside of Jacoby)	\$23	\$17
<b>Projector/multimedia projector</b> (outside of Jacoby)	\$48	\$36
<b>PA System</b> (outside of Jacoby)	\$58	\$44
<b>Per Plate fee for food serviced events:</b> Min \$25 for 50 People Plus .50 cents per additional person.	Per number of people	Per number of people
<b>Truck - Food Vendor 5% on Gross sales per day</b>	5% Gross	5% Gross