

Heffner Alumni House Fee Structure

Please Note: No exceptions to the fees herein will be granted unless specifically approved by the Assistant Vice President for Alumni Relations, in writing or via email, at least ten (10) working days prior to the event date(s).	Group A Student Groups	Group B Alumni Groups, Staff & Faculty Groups	Group C External Groups Sponsored by Campus Rep	Group D External Groups
Hours:				
Business Days – M-F 8:00 AM – 5:00 PM	No Charge	No Charge	No Charge	No Charge
After Hours – M-F before 8:00 AM and after 5:00 PM. Weekends – anytime.	M-F – No charge Sat & Sun – \$15/hr/per staff after the first 4 hours	\$15/hr/per staff	\$15/hr/per staff	M-F – \$15/hr/staff Weekends – \$25/hr/per staff
Facility Usage:	<i>Charges are per day, per room</i>			
Alumni Conference Center	No Charge	No Charge	\$200	\$400
Dining Room	No Charge	No Charge	\$100	\$250
Great Room & Atrium	No Charge	No Charge	\$250	\$700
Meeting Rooms 1 & 2 and Library – charge is per room not as a package	No Charge	No Charge	\$25	\$100
Equipment (Note 3):	<i>Charges are per day</i>			
Alumni Conference Center Sound System with Handheld Microphone	No Charge	\$50	\$50	\$100
Alumni Conference Center Projection Screen	No Charge	No Charge	No Charge	No Charge
Great Room Sound System with Handheld Microphone	No Charge	\$50	\$50	\$100
Easels	No Charge	No Charge	No Charge	No Charge
Flip Chart with markers	No Charge	No Charge	No Charge	No Charge
Laptop	No Charge	\$75	\$75	\$150
LCD Projector	No Charge	\$75	\$75	\$250
Overhead projector	No Charge	\$10	\$10	\$50
Portable Projection Screen	No Charge	\$10	\$10	\$50
Rensselaer Podium with Internal Sound System	No Charge	\$50	\$50	\$150
TV/VCR with DVD Player	No Charge	\$30	\$30	\$100

Notes:

1. There will be additional charges from Physical Facilities to move carpets and furniture in the Great Room.
2. Rental Equipment: If the client requires additional equipment for their event, the client is responsible for contracting with an approved outside vendor and is responsible for all charges. The client is responsible for arranging the set-up of additional equipment with said rental company. Please inform the building manager of all plans and include the set-up time of the rental company in reservation.