

Willis Library Event Room Fees

Faculty and Department Groups

These costs are for normal business hours 8am – 5pm; additional fees will apply for after-hours and weekends.

Willis 140	Willis 250H
< 4 HRS	< 4 HRS
<ul style="list-style-type: none"> <50 attendees = \$75 >50 attendees = \$100 	<ul style="list-style-type: none"> <35 attendees = \$60 >35 attendees = \$85
4-8 HRS	4-8 HRS
<ul style="list-style-type: none"> <50 attendees = \$135 >50 attendees = \$175 	<ul style="list-style-type: none"> <35 attendees = \$110 >35 attendees = \$150
>8 HRS	>8 HRS
<ul style="list-style-type: none"> <50 attendees = \$175 >50 attendees = \$225 	<ul style="list-style-type: none"> <35 attendees = \$165 >35 attendees = \$200
Multi day will be charged at same day rates	Multi day will be charged at same day rates

Applicable to both locations

Recording – Panopto – Free, must contact CLEAR for Panopto account. Our office will only assist with client issues, not login issues.

Additional A/V – Includes any/all of the following - \$25

- Recording – OBS – This will create a video file that the organizer can take with them on their own flash drive.
- Broadcasting to external attendees. Must specify service to be used (GoTo Meeting, Google Hangouts, etc.). The Library will not provide broadcast service, but will assist in setup of broadcast service brought by organizer. 2 week advance noticed required.
- If bringing in external videographer to set up sound piping

Technician to stay after beginning and first 10 minutes of event - \$25 HR

Food surcharge – charged if any food will be brought into the venue - \$75

After Hours Fee - \$15/HR after regular business hours. 2 week advanced notice required. If waived, then after hours events will have no technical support.

Guest Wi-Fi accounts - \$1 per user requested

Power Strips - \$5/each

Cancellation Policy

Canceled 30+ days before event – Full Refund

Canceled 7-29 days before event – 50% Refund

Cancelled <7 days before event- No Refund

*****Special Note for all Bookings/Events*****

All fees must be paid in full 30 days prior to the event. If fees are not paid, the date will be available for others.