



Facilities Fee Structure

General purpose classrooms, lecture halls, and conference rooms where Smart and/or AV equipment is NOT and IS required: The following utilization rate will be charged for each date/room requested. In addition, if AV equipment IS required, the following rates will be charged for each date/room requested for technical support.

General Campus Room/Space Utilization Rates				
Organization	Full day Rental	Permit Processing	Full day AV required ONLY Tech Service	Half day AV required ONLY Tech Service
For-profit	\$100.00	\$50.00	\$200.00	\$100
Non-for-profit	\$50.00	\$25.00	\$200.00	\$100

- Prices based on an eight-hour day. All processing fees are non-refundable.
- Fee reduction for For-Profit/Not-for-Profit status does not apply to technical support fees.
- Additional fees may be applied for specialized service requests.
- The Alumni & Visitor Center weekday normal hours of operation are 8:30am-5pm. An overtime charge of \$25 per hour will be billed for rentals outside these hours.

Jacqueline Vito LoRusso Alumni & Visitor Center Rates		
Venue	Non-Profit & Internal Campus Organizations	External Campus Organizations
Balcony, 2 nd floor	\$100.00	\$200.00
Costello Hall	\$200.00	\$400.00
Conference room	\$100.00	\$200.00
Lamendola lobby	\$100.00	\$200.00
Penfold Patio, 1 st floor	\$100.00	\$200.00
Tent 30x60 ft frame w/sides	\$600.00	\$1,200.00
Zemsky Presentation room	\$100.00	\$200.00

Additional Fees	Cost
Alumni & Visitor Center staff overtime per hour	\$25.00
Cleaning staff / overtime per hour	\$33.00
Parking attendant per hour	\$15.00
Police attendant per hour	\$54.00
Serviceware per set	\$2.50
Turnover deposit fee, if necessary	\$100.00
White linen per tablecloth	\$6.00

**For additional information contact the Events Management Office at
EVENTMGT@buffalostate.edu or (716) 878-6114**