

J. C. Kellam Building 11th Floor
Use Priorities and Fees

I. Priorities and Rental Fees

Priority I	Meetings		
	Rental Fee:	No Fee	
Priority II	Events hosted by the president to enhance the mission of the university		
	Rental Fee:	No Fee	
Priority III	Events hosted by academic Texas State colleges, departments, programs, or other state funded departments		
	Rental Fee:		
	Regents' Room		\$20
	Reed Brantley Parr Room		\$75
Priority IV	Events hosted by the Development Foundation, Alumni Association, Bobcat Club, President's Associates, Support Foundation, and other fund-raising entities		
	Rental Fee:		
	Regents' Room		\$20
	Reed Brantley Parr Room		\$75
Priority V	Events hosted by other campus organizations (registered student organizations and recognized staff organizations)		
	Rental Fee:		
	Regents' Room		\$20
	Reed Brantley Parr Room		\$75
Priority VI	Events hosted by Texas State faculty, staff, or Texas State alumni (for personal use)		
	Rental Fee:		
	Regents' Room		Not available
	Reed Brantley Parr Room		\$250
Priority VII	Events hosted by off-campus individuals or organizations		
	Rental Fee:		
	Regents' Room		Not available
	Reed Brantley Parr Room		\$500

II. Building Security Fees

University security is required for events scheduled outside regular operating hours. Guard level personnel are required if no alcohol is served. Guards are paid for a minimum of four hours.

Working hours are based on the official university calendar and J. C. Kellam operating hours.

J. C. Kellam is closed on weekends; therefore, events scheduled during weekend hours require building security (including decorating, set up time, and clean up time).

Arrangements for overtime events must be made at least two weeks prior to the event through the office of the Vice President for Finance and Support Services (J. C. Kellam 920, 245-2244).

A security deposit for events hosted by off-campus individuals or organizations is due to the VPFSS ten working days from the written confirmation date or the room will be cancelled. The security deposit will be assessed by the VPFSS for half of the total estimated charges.

III. Setup Fee

A standard setup fee is assessed for all users in Priorities III-VII with a minimum of one hour for two persons.

Fee for the Reed Brantley Parr Room is \$15 per hour per person (requested setup will determine the number of people and time required).

If a set-up is altered, an additional fee will be assessed.

Billing for setups is processed by the Materials Management Moves and Events Office.

IV. Cleanup Fees

A cleanup fee of \$100 is assessed if the room is not cleared of decorations in a timely manner or if there is excessive cleaning up that must be done after an event.

V. Security Fees

University Police Department:

\$40 per hour (min. of 4 hrs. per officer)

\$30 per hour (min. of 4 hrs. per guard)

At events where alcohol is served, one or more UPD officers are required (depending upon the expected attendance). A standard security fee is assessed for all users in Priorities III-VII with a minimum of four hours per officer. The rate in effect will be provided to the reserving party at the time of the reservation.

VI. Equipment Fees

Equipment fees are assessed for all priorities at the following rates:

Podium with microphone	\$20 per event
Lavaliere microphone	\$20 per event
Handheld cordless microphone	\$20 per event
AV (audio visual) podium	\$75 per event
Dance floor	\$30 per event