

UNIVERSITY OF MINNESOTA

Duluth Campus
Kirby Student Center

1120 Kirby Drive
Duluth, MN 55812

2012-2013 FACILITY RATES

KSC Room Number/Name	Registered Student Organization (25% of Full Rate)		UMD Department (50% of Full Rate)		Non-University Guest (Full Rate)	
	Half Day (0-4 hours)	Full Day (More than 4 hours)	Half Day (0-4 hours)	Full Day (More than 4 hours)	Half Day (0-4 hours)	Full Day (More than 4 hours)
20/Underground	1	1	1	1	1	1
Terrace	Waived	Waived	Waived	Waived	\$75	\$100
190/Lounge	2	2	3	3	\$150	\$200
202-204 Griggs Center	N/A	N/A	Waived	Waived	\$250	\$400
264	Waived	Waived	4	4	\$60	\$80
268	Waived	Waived	4	4	\$60	\$80
271	Waived	Waived	Waived	Waived	\$60	\$80
273B/TV Room	Waived	Waived	4	4	\$60	\$80
310/Ballroom	2	2	\$200	\$300	\$400	\$600
310/Ballroom B	2	2	\$200	\$300	\$400	\$600
310D/Ballroom A	2	2	\$75	\$100	\$150	\$200
310C/Ballroom C	2	2	\$75	\$100	\$150	\$200
326/Garden Room	Waived	Waived	4	4	\$60	\$80
351	Waived	Waived	Waived	Waived	\$60	\$80
355	Waived	Waived	Waived	Waived	\$60	\$80
357	Waived	Waived	Waived	Waived	\$60	\$80
355-357	Waived	Waived	4	4	\$60	\$80
385/Rafters	2	2	\$100	\$150	\$200	\$300
RDC 311	Waived	Waived	Waived	Waived	\$60	\$80
RDC 323	Waived	Waived	Waived	Waived	\$60	\$80
RDC 333	Waived	Waived	Waived	Waived	\$60	\$80
Contact Tables	Waived	Waived	Waived	Waived	\$150	\$150
Display Cases	N/A	N/A	N/A	N/A	\$1200/yr	\$1200/yr

¹ Rental Rate Schedule and Policy for Kirby Underground

Number of Hours Reserved	Registered Student Organization (25% of Full Rate)	UMD Department (50% of Full Rate)	Non-University Guest (Full Rate)
1 hour	\$30	\$60	\$120
2 hours	\$60	\$120	\$240
3 hours	\$90	\$180	\$360
4 hours	\$120	\$240	\$480
Each additional hour above 4	\$30	\$60	\$120
UMD Registered Student Organization:	Reservation must be made by a member of the registered student organization. Payment must be made via EFS at the time of the reservation or by credit card/cash prior to facility use.		
UMD Department:	Payment must be made via EFS at the time of the reservation.		
Non-University Guest:	Payment must be made via credit card/cash prior to facility use.		
Current Student Service Fee-paying students and staff/faculty with at least a 75% appointment are eligible for a 20% discount off the full non-university guest rate for non-university events.			

² Registered Student Organization rates for the three large event rooms (Ballroom, Rafters, Lounge) are determined as follows:

- Events with an admission fee will incur a facility charge equal to 50% of the UMD Department rate;
- Events without an admission fee will not incur a facility charge. Any other service charges (catering, technical support, facilities management, police) still apply.

³ UMD Department events held in the Lounge are charged facility rates as follows:

- Events that do *not* require any setup (physical and/or AV) will not incur a charge;
- Events that do require setup (physical and/or AV) will incur a \$50 half-day or \$100 full-day charge.
 - Note: All existing furnishings must stay as is with the exception of the chairs on casters.

⁴ UMD Department events held in 264, 268, 273B, 355/357 and the Garden Room are charged facility rates as follows:

- Events that do *not* require any physical setup do not incur a charge;
- Events that do require physical setup will incur a \$50/day charge regardless of the length of the event.

Rates indicate the amount of time users require in the room, NOT the length of the event.

Rates include AV setup but do *not* include AV technical support during the event. Technician rates are \$15/hour with a one-hour minimum.

Select AV equipment requires the presence of a technician on-site during the entire event.

All meeting rooms (with the exception of those noted above in ⁴ are required to be used as-is with no alteration to their physical setup.