Events and Conference Services
Room Rate Schedule

	Student Orgs/ ASI	On Campus Groups*	Off-Campus / Private Groups**	Comments
Auditorium	$0	$0	$400/day (up to 12 hours) 1 - 4 hours = $300	Includes ACD 102, Arts 240, Mark 125
Classroom Medium (60 – 100 capacity)	$0	$0	$175/day (up to 12 hours) 1 – 4 Hours = $150	
Classroom Small (1 – 59 capacity)	$0	$0	$125/day (up to 12 hours) 1 – 4 Hours = $100	Includes flagpole, lobby areas (excluding Arts 111 lobby), and music practice rooms.
Arts 111 & Lobby	$0	$0	$400/day (up to 12 hours)	
Arts 101	$0	$0	$400/day (up to 12 hours)	
Campus Roads	Prices subject to change based on specific request.	Prices subject to change based on specific request.	Prices subject to change based on specific request.	
Commercial Solicitation Package #1	N/A	N/A	$100/day	Includes Space Reservation & CSUSM Parking Pass (1)
Commercial Solicitation Package #2	N/A	N/A	$175/day	Includes Space Reservation & CSUSM parking pass (1), canopy, 6' table, 2 Chairs
Computer Lab	$0	$0	$250	
Dome Terrace/Plaza	$0	$0	$350/day (up to 12 hours)	
Forum Plaza	$0	$0	$500/day (up to 12 hours)	Based on capacity due to construction.
Kellogg Plaza – All Areas	$0	$0	$500/day (up to 12 hours)	
Kellogg Plaza – Garden & Starbucks Sections Only	$0	$0	$75/day (up to 12 hours)	
Kellogg Plaza – Half Moon Wall & Bench Area Only	$0	$0	$150/day (up to 12 hours)	
Kellogg Reading Room	$125 / day (up to 12 hours) 1 - 4 hours = $75	$125 / day (up to 12 hours) 1 - 4 hours = $75	Not Available	
Markstein Hall Plaza/Patio	$0	$0	$350 (up to 12 hours)	
McMahan House Full Complex	$750 / day (up to 12 hours) 1 - 4 hours = $500 $50/hour extended hours	$750 / day (up to 12 hours) 1 - 4 hours = $500 $50/hour extended hours	$1,200 / day (up to 12 hours) 1 - 4 hours = $800 $50/hour extended hours	Includes Great Room, Library, Retreat, Courtyard, Tower & Kitchen Regular Operating Hours 7a – 10p
McMahan House Great Room	$350 / day (up to 12 hours) 1 - 4 hours = $175 $50/hour extended hours	$350 / day (up to 12 hours) 1 - 4 hours = $175 $50/hour extended hours	$700 / day (up to 12 hours) 1 - 4 hours = $350 $50/hour extended hours	Regular Operating Hours 7a – 10p
McMahan House Courtyard	$350 / day (up to 12 hours) 1 - 4 hours = $175 $50/hour extended hours	$350 / day (up to 12 hours) 1 - 4 hours = $175 $50/hour extended hours	$700 / day (up to 12 hours) 1 - 4 hours = $350 $50/hour extended hours	Regular Operating Hours 7a – 10p
McMahan House Library	$180 / day (up to 12 hours) 1 - 4 hours = $90 $50/hour extended hours	$180 / day (up to 12 hours) 1 - 4 hours = $90 $50/hour extended hours	$400 / day (up to 12 hours) 1 - 4 hours = $200 $50/hour extended hours	Regular Operating Hours 7a – 10p
McMahan House Retreat	$180 / day (up to 12 hours) 1 - 4 hours = $90 $50/hour extended hours	$180 / day (up to 12 hours) 1 - 4 hours = $90 $50/hour extended hours	$400 / day (up to 12 hours) 1 - 4 hours = $200 $50/hour extended hours	Regular Operating Hours 7a – 10p
McMahan House Tower	$180 / day (up to 12 hours) 1 - 4 hours = $90 $50/hour extended hours	$180 / day (up to 12 hours) 1 - 4 hours = $90 $50/hour extended hours	$400 / day (up to 12 hours) 1 - 4 hours = $200 $50/hour extended hours	Regular Operating Hours 7a – 10p
Outdoor Space Reservations	$0	$0	$200	Palm Court, SBSB Courtyard, Serenity Circle, Kellogg Terrace/Breezeway, 1st Floor SC1 Patio
University Hall Plaza	$0	$0	$350	
Athletic Fields/Facilities	Prices vary by facility/availability	Prices vary by facility/availability	Prices vary by facility/availability	Refer to service provider rate sheet

Room reservation pricing includes existing room furniture and built in audio/visual. The McMahan House and Kellogg Reading Room prices include basic room set up and tables/chairs. Additional resources will incur additional costs.

Events and Conference Services
Staffing/Resources/Add-on Rate Schedule

	Student Orgs/ ASI	On Campus Groups*	Off-Campus / Private Groups**	Comments
Campus Service Providers	Varies	Varies	Varies	Parking, IITS/Media Services, Facility Services, USU AV/IT & Staffing, based on specific event needs. See service provider rate sheet
Cleaning Fees (Excessive mess from confetti, spills, etc.)	$75	$75	$75	
Commercial Film & Video	Varies	Varies	Varies	Price may vary based on specific event needs/availability.
Commercial Still Photography	Varies	Varies	Varies	Price may vary based on specific event needs/availability.
Labor	$41/hour	$41/hour	$41/hour	Labor needs based on Event Planner discretion.
Labor – Overtime & After Hours	$62/hour	$62/hour	$62/hour	Normal business hours 7a – 4p (M – F)
Student Labor	$22/hour	$22/hour	$22/hour	Labor needs based on Event Planner discretion.
Late Change Fee	$25	$25	$25	<24 Hour Notice
Cancellation Fee – External Only	N/A	N/A	Varies	<1 week, CSUSM keeps event deposit
Parking Attendant	$35/hour	$35/hour	$35/hour	
Pick Up/Delivery	$35/hour	$35/hour	$35/hour	
8' Banners	$35	$35	$35	ECS will hang and remove banner (banner not provided)
A-Frame	$7	$7	$7	
Bin/Bucket	$10	$10	$10	
Chairs: Black	$1.00/each	$1.00/each	$1.00/each	
Chiffon Draping (MMH Only)	Indoors - $100 Outdoors - $175	Indoors - $100 Outdoors - $175	Indoors - $100 Outdoors - $175	
Dolly - Flatbed	$10	$10	$10	
Easel	$10/Easel Only $15/ Easel w/ Paper $25/ Wrought Iron	$10/Easel Only $15/ Easel w/ Paper $25/ Wrought Iron	$10/Easel Only $15/ Easel w/ Paper $25/ Wrought Iron	
Fern	$7/Small $10/Large	$7/Small $10/Large	$7/Small $10/Large	
Fire Extinguisher	$12	$12	$12	
Fire Marshall Permit Request	$25	$25	$25	
Flags (American or California)	$15/each	$15/each	$15/each	
Garment Rack	$15	$15	$15	
Glasses	$.55/each	$.55/each	$.55/each	Ice tea, Wine, Water Goblet Glasses Available
Golf Cart	$25	$25	$25	Additional labor fees apply
Linen	$18-$21(ECS Stock) Rental Linen Prices Varies	$18-$21 (ECS Stock) Rental Linen Prices Varies	$18-$21 (ECS Stock) Rental Linen Prices Varies	Crush, Damask, Lamour, Poly, Spandex Available
Linen: Napkins	$2/each	$2/each	$2/each	
Microphone	$10	$10	$10	Cordless, Fixed, Handled w/Cord, Lapel, Panel
Microphone Stand	$10	$10	$10	
Mirror	$5 – Oval $25 - Standing	$5 – Oval $25 - Standing	$5 – Oval $25 - Standing	$50 replacement cost if lost or broken
Patio Heater	$65	$65	$75	Includes Propane
Parking Passes – Scratch Off	$9	$9	$9	
Portable PA System Package	$25	$25	$100	Includes Sound System, Speakers, Microphone, Power Cord, Various Adapters
Pitcher	$3	$3	$3	
Place Settings	$10	$10	$10	Includes; Plate, Silverware, Napkins & Glasses
Plates	$1/each	$1/each	$1/each	6", 8" and 10"

Podium	$25	$25	$25	
Pop Up Canopy (CSUSM Logo)	$65	$65	$65	Includes Sand Bags (2), Side walls not included.
Power Cord	$25	$25	$25	
Sand Bags	$5	$5	$5	
Sign Holders (Metal)	$7	$7	$7	
Signage Printing (24" x 36")	$10 – Black & White $14 – Color Logo $20 – Full Color $10 – Lamination Fee	$10 – Black & White $14 – Color Logo $20 – Full Color $10 – Lamination Fee	$10 – Black & White $14 – Color Logo $20 – Full Color $10 – Lamination Fee	
Silverware	$.55	$.55	$.55	
Spider Box / Quad Box	$30	$30	$30	
Stage	$40 – Per 4' x 8' Section $5 – Handrail/ 4' Section $15 – Stage Skirting	$40 – Per 4' x 8' Section $5 – Handrail/ 4' Section $15 – Stage Skirting	$40 – Per 4' x 8' Section $5 – Handrail/ 4' Section $15 – Stage Skirting	Includes stage steps. Various Stage heights available
Stanchion	$8/each	$8/each	$8/each	
Table	$12	$12	$12	Rectangle - 4', 5', 6', 8' 60" Round 30" Round Belly Serpentine
Trash/Recycle Receptacles	$5 – Plastic $15 – Metal	$5 – Plastic $15 – Metal	$5 – Plastic $15 – Metal	Metal trash cans include fire extinguisher.
Umbrella	$22 – 9'	$22 – 9'	$22 – 9'	Includes sand bag/base. Available in multiple colors.
Water Hose & Quick Connect	$25	$25	$25	
White Dry Erase Board	$25	$25	$25	

***Additional costs may be applied based on specific event needs including but not limited to; labor, Fire Marshall approval, parking, catering, registration, décor, center pieces, floral arrangements, party rentals, specialty linen rentals, linen cleaning, and any other additional event supplies or vendors. All additional costs based on approved vendor pricing.**

***As of 7/1/2021 the CSUSM recognized student organizations, colleges and campus departments will not be charged a 10% coordination fee. All co-sponsored or external client events will continue to be charged a 10% coordination fee in addition to all event charges.**