

UW Feebook

Loans from loan funds established by trust agreement, will or similar instrument with no stipulated interest rate shall not accrue interest, but will carry a Loan Advance fee of two percent (2%) of the loan amount.

Interest rates for the Medical School Student Loan Program and Family Practice Residency Loan Program shall be consistent with Trustee actions on student loan interest rates prescribed by the Trustees on July 9, 1985 and November 9, 1985.

The interest rate for the Medical Student Contract Support Program shall be consistent with the actions of the 1993 (52nd) General Session of the State of Wyoming Legislature (Wyoming Statute, Chapter 203).

The interest rate for the Superior Student in Education Loan Program shall be consistent with Trustee action on student loan interest rates (April 11, 1985) and established at six percent (6%) annual percentage rate with a two percent (2%) annual percentage rate penalty for loan default.

Fees, Charges, and Deposits, Student Media

The Trustees delegate the authority for the establishment of advertising, subscription and related rates or charges for student media, including the Branding Iron, Frontiers Magazine, and Owen Wister Review, to the Student Media Board. Rates or charges established by the Student Media Board shall be filed annually with the Office of the Vice President for Administration and published in the Fee Book.

Internal Fees, Charges, and Deposits

The Vice President for Administration, with approval by the Trustees, is authorized to establish fees, charges, or deposits for interdepartmental purposes. In no case shall the assessment of such fee, charge, or deposit exceed the direct cost plus reasonable administrative overhead.

Facility Rental Fees

Non-university users of campus facilities will be assessed a 10 percent surcharge on rental fees. Any surcharge will be deposited into a separate account earmarked for maintenance, and under the control of the Director of Physical Plant. For self-sustaining facilities rented to external users, surcharges will be deposited to an account similarly designated.

The following rental fee structure will be used:

- **Classification I** – Qualifying groups and activities include UW recognized student clubs and organizations, faculty or staff work-related meetings, or fund-raising activities or other activities not involving commercial entities. Non-profit organizations and Wyoming state agencies sponsored by a recognized student organization or UW department, with participants who are primarily students, faculty and staff qualify under this category.
- **Classification II** – Qualifying groups and activities include University departments, recognized student clubs and organizations co-sponsoring events with commercial entities or events where admission is charged. Non-profit organizations and Wyoming state agencies, not primarily involving students, faculty and staff and regional or national student or department educational conferences qualify under this category.
- **Classification III** – Commercial off-campus groups.

Other Provisions

The purpose of this policy is to allow University departments to recover direct costs, and reasonable indirect costs, for use of University facilities, equipment, services or materials as set forth in the following paragraph.

The Trustees' authority to establish fees is delegated to the Vice President for Administration to set casual food service rates in the University food service operations, resale of items in the University Bookstore, various telecommunication rates, and other resale activities. Fees will not be authorized for items nor shall this provision be construed, in any way, to avoid the Trustees' authority to establish fees.

VII. MISCELLANEOUS FEES, CHARGES, AND DEPOSITS

Fees charged to the public and the university community.

American Heritage Center

AHC - Public Use Areas Rental	FY 2013 & FY 2014	Chart Field
<p>Booking Fee (charged per room, per event, non-refundable)</p> <p>AHC penalty charges - (Imposed if room is left in an order different from the order and cleanliness that existed upon arrival) – applicable to all user classifications.</p> <p>Custodial Services (charged when rooms will need to be ready for a next-day usage and an after-hours custodial staff is required for the cleanup, primarily necessary when food has been served or after a Friday event, when a Saturday event is scheduled the next day)</p> <p>Security (Regardless of ostensible event times, security charges will be incurred if guests, sponsors, and or catering need to enter the building before 8:00 am or if guests, sponsors, and or catering have not completely exited the building by 5pm).</p> <p>UW Movers (**charged for special event setups)</p>	<p>\$25.00 (for UW Campus Groups)</p> <p>\$50.00 (for outside groups)</p> <p>\$250.00</p> <p>Cost + \$25.00 Admin fee</p> <p>Cost + \$25.00 Admin fee</p> <p>Cost + \$25.00 Admin fee</p>	<p>1700-13482</p>
<p>NOTE: The AHC reserves the right to refuse room use to individual and or groups that do not abide by the public use rules.</p>		
<p>Rooms available for public use include: Sheep Industry Room (meeting room with conference tables. Permanent room arrangement includes a capacity of 24 around the conference tables with extra chairs around the perimeter of the room. A permanent projector screen is also located here.) Mary Storer Loggia (open reception area with a capacity of 199 standing.) Wyoming Stock Growers' Room (one half of the room is set up in classroom arrangement with a capacity for 24. The other half is set up in audience rows with a capacity for 50. The room includes a podium with a microphone, projector screen, and wireless & data hookups). George A. Rentschler Room (meeting room with a large permanent conference table with a capacity of 12. Extra chairs are around the perimeter of the room. The room also includes a telephone and wireless hookups). Centennial Complex Lobby (set up with permanent exhibits, couches, chairs. Capacity 150 standing). Centennial Complex Meeting Room/Restaurant (This room arrangement has 8 round tables with 8 chairs each for a seating capacity of 64, and two 8-foot tables often used by catering. The room also has a data hookup, a podium with a microphone (when it is not in use for another event), and a portable projection screen (when it is not in use for another event) are available. A rack of chairs is available upon request to increase the seating capacity to 80 (10 chairs per table) which is the fire code capacity for this room.)</p> <p>**NOTE: AHC can provide a podium with microphone (if not already scheduled), but no other audio-visual equipment except as specified above. Additional AV needs must be arranged with UW Information Technology or outside vendors.**Note: Public use rooms are not available for wedding receptions, family gatherings, or private parties.</p>		
<p>Classification I – Fees listed above</p>		

UW departments, organizations, recognized student clubs, faculty or staff work-related activities and non-profit organizations and Wyoming state agencies sponsored by a recognized student organization or university department.		
Classification II – Fees listed above		
UW departments, organizations, recognized student clubs, faculty or staff work-related co-sponsoring events with commercial entities, non-profit organizations and Wyoming state agencies not primarily involving students, faculty and staff, and regional or national student or departmental educational conferences.		
Classification III–Off-campus or commercial groups		
Booking Fee (charged per room, per event, non-refundable)	\$50.00	1700-13482
Room Rental Fee – During regular business hour (as specified above) per room, per event	\$100.00/full day \$70.00/half day or less	
Custodial Services, Security, and UW Movers (if applicable, please see above)	Actual Cost + \$25.00 Admin fee	

AHC Duplicating Services	FY 2013 & FY 2014	Chart Field
** ½ payment is due in advance of work being started on all orders where the quantity ordered exceeds 100, or total fees exceed \$100.00.		
Rush Fees for all Duplicating Services		1700-13482
Rush Fee	Plus 50%	
Minimum rush fee for all patrons	10.00	
Copies, per page		
Self-service & inventories	.25	
Self-service digital camera, per image	.10	
PDF Scans by AHC Staff (8.5"x11" or 8.5"x14") Black and white photo copies available upon request at the same price More than 250 pages: see archivist for rates and availability*	.75	
PDF Scans by AHC Staff (11"x17") Black and white photo copies available upon request at the same price More than 250 pages see archivist for rates and availability*	.90	
Color photocopies by AHC Staff - (8.5"x11" or 8.5"x14")	1.50	
Color photocopies by AHC Staff- (11"x17")	3.00	
Maps, photocopies, per square foot (black and white, up to 36" wide) More than 100 square feet: see archivist for rates and availability*	2.00	
Maps, scanning, per square foot (color, resolution up to 300dpi, JPEG or TIFF file formats, up to 42" wide) More than 100 square feet: see archivist for rates and availability*	3.00	

Auditorium and Classroom Facility Use	FY 2013 & FY 2014	Chart Field
Cleaning Charge per hour After hours * There is no charge for student organizations or UW. * Charges apply to student organizations that have events open to nonmembers. * Non-profits are charged half the commercial rate. * All entities are responsible for any cleaning costs associated with facility rental. * There is a 15% surcharge added to the hourly rental fee after 6p.m. College approval is required for conference and meeting rooms. Requests may be denied for reasons which are not limited to, conflict with the mission of the University, or conflict with the mission of the College of Business, infeasible setup/turnaround time, and historic negligence or abuse.	26.00 39.00	1800-13579
Education Auditorium Per hour, 4 hour minimum Additional charge after 6:00 pm Cleaning Charge per hour After hours	24.00 5.00 26.00 39.00	1700-13420 1800-13579
Classrooms 150-250 capacity Per hour Per day Cleaning Charge per hour After hours 77-150 capacity Per hour Per day Cleaning Charge per hour After hours Under 77 capacity Per hour Per day Cleaning Charge per hour After hours	13.50 80.00 26.00 39.00 10.00 59.00 20.00 30.00 8.50 50.00 15.00 20.00	1800-13579 1800-13579 1800-13579 1800-13579 1800-13579

Berry Biodiversity Conservation Center	FY 2013 & FY 2014	Chart Field
Administrative fee (charged per room, per event, non-refundable): 1) On-campus organizations: Conference room or lecture Hall Lobby 2) Off-campus organizations: Conference room of lecture Hall Lobby	0 25.00 25.00 35.00	1700-20325

Facilities Use - Intercollegiate Athletics	FY 2013 & FY 2014	Chart Field
on football home game days or men's and/or women's basketball home game days	900/day +DC	
<p style="text-align: center;">War Memorial Stadium/ Jonah Field</p> <u>University events</u> , including, but not limited to. ASUW and Cultural Affairs, but excluding Intercollegiate Athletics, no admission charged <u>University events</u> , admission charged (plus negotiated facility rental fee) <u>Non-University</u> Commercial, admission charged Commercial, no admission charged Non-profit organization, admission charged Non-profit organization, no admission charged K-12 rate	DIRECT COST +DIRECT COST 9,100/day+DC 7,290/day+DC 3,790/day+DC 2,280/day+DC 25/hr +DC	1316-12627
<p style="text-align: center;">Wildcatter Stadium Club & Suites</p> <u>University events</u> , including, but not limited to, ASUW and Cultural Affairs, but excluding Intercollegiate Athletics Up to 4 hour rental 4+ hour rental <u>Non-University</u> Commercial Up to 4 hour rental 4+ hour rental Non-profit organization Up to 4 hour rental 4+ hour rental <u>Maintenance Fee- Required for all rentals</u> Up to 4 hour rental 4+ hour rental	1,250 +DC 1,500 +DC 1,500 +DC 1,750 +DC 1,250 +DC 1,500 +DC 600 900	
<p style="text-align: center;">Indoor Practice Facility (IPF)</p> <u>University events</u> - including, but not limited to, ASUW and Cultural Affairs, but excluding Intercollegiate Athletics, no admission charged University events, admission charged (plus negotiated facility rental fee) <u>Non-University</u> Commercial, admission charged Commercial, no admission charged Non-profit organization, admission charged Non-profit organization, no admission charged K-12 rate	DIRECT COST +DIRECT COST 250/hr+DC 200/hr+DC 130/hr+DC 80/hr+DC 25/hr+DC	1316-12627
<p style="text-align: center;">Sports Complex</p> <u>University events</u> , including, but not limited to, ASUW and Cultural Affairs, but excluding Intercollegiate Athletics, no admission charged <u>University events</u> , admission charged (plus negotiated facility rental fee) <u>Non-University</u> Commercial, admission charged Commercial, no admission charged Non-profit organization, admission charged Non-profit organization, no admission charged	DIRECT COST +DIRECT COST 1,520/day+DC 1,220/day+DC 760/day+DC 460/day+DC	1316-12627

Libraries, Miscellaneous	FY 2013 & FY 2014	Chart Field
Photocopy charges		1700-13453
Microform machines, per copy	.20	
Public machines, per copy	.20	
Large format copier –library owned materials		
24" x 36" sheets, per copy	2.00	
36" x 42" sheets, per copy	3.00	
36" wide roll stock, per linear foot	1.00	
Large format copier – non-library owned materials		
24" x 36" sheets, per copy	4.00	
30"x 42" sheets, per copy	6.00	
36" side roll stock, per linear foot	2.00	
Transparencies, each, plus cost for copy	.20	
Laminating, per linear foot	.50	
Laser printer use, per page	.20	
Color printer, per page	.20	
Single page scan, including CD-R Disk	1.50	
Digital Collection Fees		
Scanning Fees:		1700-13453
Book/Technical Report, per page	.15	
Fragile Item, per page	.25	
High Resolution, per page	.50	
Technology Fees		1700-18718
Content Hosting	300.00	
Minimum, per year, negotiable based on size of collection		
Portal Development, per hour	50.00	
Minimum \$300 initial cost		
Digital Project Consulting, per hour	75.00	
(Consulting work includes digital object creation, choosing metadata schema, and quality assurance)		
UW Libraries Cataloging Fee		1700-18167
Original cataloged item	25.00	
Copy cataloged item with custom edits	15.00	
Metadata Creation, per collection record	25.00	
Coe Library Facility Fees		1700-19948
Outside Administrative Hours Cost		
Recovery Fee per hour or portion thereof	100.00	
Non-UW Events Booking Fee	60.00	
Non-UW 506 Room Rental (Half Day)	205.00	
Non-UW 506 Room Rental (Full Day)	278.00	
Non-UW Room Rental other than 506 (Half Day)	110.00	
Non-UW Room Rental other than 506 (Full Day)	131.00	
Manual Labor Surcharge (per person/ per hour or portion thereof)	20.00	
Technology Labor Surcharge (per person/per hour or portion thereof)	30.00	
Excessive Cleaning Surcharge (per person/per hour or portion thereof)	35.00	
+ materials		
Furniture Damage Surcharge	50.00	
+ actual cost of repair or replacement		

Transit & Parking Services	FY 2013	FY2014	Chart Field
Annual	330.00	330.00	
Note: cost of the advertising materials and production are the responsibility of the requesting department or agency			

University Licensing	FY 2013 & FY 2014	Chart Field
Administrative fee, manufacturer	85.00	1307-12565
Royalty Rates		1307-12565
In-state manufacturer royalty rate	7.50%	
Out-of-state manufacturer royalty rate	8.50%	

Vending Services	FY 2013 & FY 2014	Chart Field
Bicycle locker rentals		
Deposit, refundable	20.00	9050-14881
One month	30.00	1305-12560
Summer session	50.00	1305-12560
One academic semester	75.00	1305-12560
Two academic semesters	125.00	1305-12560
One calendar year	150.00	1305-12560
Laundry Facilities		
Washing machine	2.25	
Dryers	1.50	

Wyoming Union

Classification I - Qualifying groups and activities include UW recognized student clubs and organizations, or fund-raising activities or other activities not involving commercial entities. Non-profit organizations and Wyoming state agencies sponsored by a recognized student organization, with participants primarily students; faculty and staff qualify under this category.

Classification II - Qualifying groups and activities include faculty or staff work-related meetings, events or conferences sponsored by a UW Department. Non-profit organizations and Wyoming state agencies activities sponsored by a UW Department with participants primarily students; faculty and staff qualify under this category.

Classification III - Qualifying groups and activities include University departments, recognized student clubs and organizations co-sponsoring events with commercial entities or **EVENTS WHERE ADMISSION IS CHARGED**. Non-profit organizations and Wyoming state agencies, not primarily involving students, faculty and staff and regional or national student or department educational conferences qualify under this category.

Classification IV - Commercial off-campus groups.

Solicitation Tables	FY 2013 & FY 2014	Chart Field
Classification I and II	0.00	
Classification III	35.00	1304-12554
Classification IV	70.00	1304-12554

Classification I:

RLDS

The following groups will **not** be charged for meeting room usage.

1. UW recognized student organizations, faculty or staff work-related meetings or activities or fundraising activities not involving commercial entities may use the meeting space without charge.
2. Non-profit organizations and Wyoming state agencies sponsored by a recognized student organization or University department (participants must be primarily students, faculty and staff) will not be charged.

Classification II:

The following groups will be charged according to the structure in the Fee Book.

1. University departments and/or recognized student organizations that co-sponsor events with commercial entities or events where admission is charged.
2. Non-profit organizations and Wyoming state agencies not primarily involving students, faculty and staff
3. Regional or national student or departmental educational conferences.
4. Commercial off-campus groups.

Meeting Room and Facility Usage Classification II		FY 2013	FY 2014	Chart Field
Rendezvous Room				1301-16706
Full day		145	145	
Half day		120	120	
Rendezvous Room, East				
Full day		110	110	
Half day		90	90	
Rendezvous Room, West				
Full day		110	110	
Half day		90	90	
Other rooms in Washakie Center		VARIES	VARIES	
Solicitation Table Charge, per table		25	25	
Audio Visual, setup, technician		VARIES	VARIES	

Bison Run Village Apartments

Financial Policies: Each person applying to live in the University Apartments must comply with the following financial policies. Refer to the Bison Run Village Lease for specific procedures.

Application Fee: The application fee is non-refundable and secures a space for the type of apartment requested, but does not guarantee an apartment assignment.

Damage Deposit: The damage deposit secures the resident's obligations under the lease agreement. It is refunded at the end of the lease per the terms of the lease agreement. Cases of eviction resulting from failure to abide by the terms and conditions in the University Apartments agreement will result in forfeiture of the damage deposit.

Rent: The rent payment includes a social fee, local telephone service, water, trash disposal, appliances, a fifteen dollar allowance towards electricity and gas, basic cable television service, and hardwiring in the apartment for the University computer network access.

Disciplinary Eviction: If a resident is evicted from Bison Run Village for disciplinary reasons, the resident may be responsible for paying all outstanding rent and other charges. Eviction may take place immediately upon notice. In the event of a disciplinary eviction, the entire deposit is forfeited.

Abandoned property: If the resident vacates or abandons an apartment and leaves personal property in the apartment or about the premises, the property shall be deemed abandoned and left to the disposal of the

Union Audio Visual		FY 2013 & FY 2014	Chart Field
Equipment fee will be charged if a group fails to cancel within two business days of a scheduled event.			
Classification I		0.00	
Classification II and III			1304-12554
LCD Projector		102.00	
LCD Projector, per hour		22.00	
TV		25.00	
VCR		25.00	
TV/VCR or DVD		40.00	
Slide Projector		19.00	
Overhead		17.00	
Portable Screen		17.00	
DVD		28.00	
Conference Phone		19.00	
Classification IV			1304-12554
LCD Projector		171.00	
LCD Projector, per hour		34.00	
TV		50.00	
VCR		50.00	
TV/VCR or DVD		82.00	
Slide Projector		39.00	
Overhead		39.00	
Portable Screen		28.00	
DVD		50.00	
Conference Phone		30.00	

Union Facility Fees		FY 2013 & FY 2014 Half Day	FY 2013 & FY 2014 Full Day	Chart Field
Room Rental Deposit equivalent to 50% of total room rental rate due when facility agreement is signed. Non-refundable if a group fails to cancel within 30 business days of a scheduled event.				
Classification I and II		0.00	0.00	
Classification III				1304-12554
Ballroom 220		360.00	477.00	
East Ballroom 220C		124.00	157.00	
West Ballroom 220A		124.00	157.00	
Center Ballroom 220B		124.00	157.00	
Wyoming Family Room 212		163.00	202.00	
Warm Valley 202		67.00	85.00	
Big Horn 203		67.00	85.00	
Snowy Range 206		45.00	65.00	
The Gardens 027		124.00	180.00	
Senate Chambers 221		118.00	163.00	
Senate West		85.00	95.00	
Senate East		85.00	95.00	
Skylight Lounge 029		47.00	65.00	
Lower Fireplace Lounge 118B		47.00	65.00	
Flaming Gorge 002		57.00	75.00	
Thunder Basin 010		47.00	65.00	
Classification IV				1304-12554
Ballroom 220		469.00	719.00	

Room Reservation Policies for the College of Business Classrooms and Meeting Rooms

Purpose and Order of Precedence: The classrooms and meeting rooms in the College of Business serve the joint needs of the departments and students groups in the College. Priorities are for College and Department events. However, other groups and organizations may use the room with approval from the Dean of the College of Business.

Please note that the Meeting Rooms are *not* available for regularly scheduled classes or group study purposes. Classrooms available for class can be reserved through Central Scheduling (766-2487). Group study rooms can be reserved through the College of Business Dean's Office, 766-4194.

Capacity and Features:

Classrooms:

BU 8	40 seats (flat)
BU 9	40 seats (flat)
BU 10	40 seats (flat, ability to broadcast in and out)
BU 21	64 seats (tiered, ability to broadcast in and out)
BU 23	40 seats (flat)
BU 24	40 seats (flat)
BU AUD	150 seats (auditorium-tiered, ability to broadcast in and out)
BU 108	Lab with 32 computers, ability to broadcast in and out
BU 109	Trading room with 24 computers with double monitors, ability to broadcast in and out
BU 110	40 seats (flat)
BU 111	40 seats (flat)
BU 121	64 seats (tiered)
BU 123	64 seats (tiered)
BU 127	64 seats (tiered)
BU 129	64 seats (tiered)
BU 208	40 seats (flat)
BU 209	40 seats (flat)
BU 210	40 seats (flat)
BU 211	40 seats (flat)

All classrooms have Blu-ray player, document camera, computer, wireless microphone, lectern-mounted microphone, dual front projection system, Creston control panel in podium and whiteboards.

BU 221 **Seminar Room:** (18 seats) multiple tables, wall inputs for side TV monitor (bring own device and connection cables), system control via a wall-mounted button panel, lectern source inputs for front projector (bring own device and connection cables), system control via keypad on lectern, whiteboard (bring own markers).

BU 222 **Seminar Room:** (18 seats) multiple tables, wall inputs for rear TV monitor (bring own device and connection cables), system control via a wall-mounted button

panel, lectern source inputs for front projector (bring own device and connection cables), system control via keypad on lectern; whiteboard (bring own markers).

BU 259 18 seats (seminar room with large table, portable source inputs (bring own laptop), document camera, wireless microphone, single front projection system, ability to broadcast in and out, microphones on table, Crestron touch panel-wireless, whiteboard)

Study Rooms:

BU 12 8 seats/table
BU 22 8 seats/table
BU 25 8 seats/table
BU 120 8 seats/table
BU 124 10 seats/table, large flat screen TV and data port (with HDMI and VGA so you can plug in a laptop)
BU 126 10 seats/table
BU 130 8 seats/table
BU 207 6 seats, 2 tables
BU 220 8 seats/table
BU 223 8 seats/table

Other rooms:

160D 8 seats/table (MBA Conference Room)
191 12 seats/table, conference phone, large flat screen TV and data port (JCC Conference Room)
230 10 seats/table, conference phone, large flat screen TV and data port (Economics/Finance Conference Room)
238 10 seats/table, conference phone, large flat screen TV and data port (Accounting Conference Room)
330 10 seats/table, conference phone, large flat screen TV and data port (Development Conference Room)
344 10 seats/table, conference phone, large flat screen TV and data port (Management/Marketing Conference Room)
301 18 seats around table + 6 side chairs/large table, large flat screen TV and data port (with HDMI and VGA so you can plug in a laptop (Faculty/Staff Lounge)
359 23 seats, large table, TV and satellite receiver (Staff lounge)
307 30 seats/large table, conference phone, Blu-ray player, document camera, computer, lectern-mounted microphone, single large screen in front with small LCD in rear, Crestron control panel in podium (can be moved from podium), ability to broadcast in and out, two document cameras (Dean's Boardroom)
309 18 seats/large table, large flat screen TV and data port (with HDMI and VGA so you can plug in a laptop, conference phone) (Dean's Conference Room)

Atrium

90 seats. No furniture in the atrium can be moved. Additional chairs and tables are available and can be rented from the college to use around the perimeter of the area on the tiled space.

Availability: The Meeting Rooms are available for use Monday through Friday from 7:30 a.m. to 5:00 p.m., excluding Holidays and University closures. Requests outside of normal hours must be approved by the Dean of the College, and will require payment for associated staff.

Reservations: The Dean's Office coordinates reservations for the Meeting Rooms. Classrooms are scheduled through Central Scheduling (766-4388). All requests by organizations should be made at least seven days in advance during normal office hours (766-4194). The following information is required in order to make a reservation for the Meeting Rooms:

Facility Requested:

Date of Request:

Date of Event:

Start Time:

End Time:

Organization:

Purpose:

Detailed Description of
Event:

of People:

Set up Requirements:

Food: (Yes or No)

Name of Caterer (if
applicable):

Audio/Visual Needs:

Other Comments:

Contact Name:

Contact Email:

Contact Phone:

Reservations are not official until approved and confirmed by the College of Business Dean's Office. The College of Business reserves the right to refuse service to anyone.

Set-Up: Keys to the room will be issued through the College of Business Dean's Office. Please come early to set up the room according to your needs. Outside of Post-It easel sheets, no items can be stuck or hung on walls. The use of candles is also prohibited. Include set-up time when reserving the room.

Clean-up: You are responsible for returning the room to its original condition; this includes bagging of garbage, ensuring that catering is cleaned-up, shutting down the computer/projector (if used), returning tables and chairs to original arrangements and wiping off the tables. Allot clean-up time when reserving the room. College of Business staff members are not available to assist with moving furniture. In the event of damage or cleaning costs beyond normal UW janitorial service, the College of Business reserves the right to charge a fee. Keys to the room must be returned to the College of Business Dean's Office representative (BU 310 during business hours).

Refreshments and Hospitality: No food service supplies are available, and no cooking facility is available onsite. The College of Business Dean's Office must be notified in writing if food/drink is being planned for an event. Since the College of Business facilities are university facilities, University Catering should be given first consideration (<http://uwadmnweb.uwyo.edu/reslife-dining/Catering/default.htm>). You must consult with the College of Business Dean's Office before finalizing arrangements with a caterer. Alcohol is generally not permitted at public events within the College. See University Regulation 39 (Revision 3) for guidelines regarding alcohol policy at the University of Wyoming.

Phones, Conference Calls, Teleconferences, and Wireless Access: Conference rooms have a speakerphone which is available for conference calls. Please have your conference party call in or use a calling card to pay for your call. The incoming phone number will be provided once the reservation has been approved. This phone can also be used for campus and local calls. If you hold a teleconference, you are responsible for any additional charges. Wireless access is already available to UW affiliates, but non-UW affiliates will need to coordinate wireless access through UW Information Technology (766-4357).

Instructional Technology and/or Audio/Visual Equipment: Specify the technology and technological assistance you need when you reserve the room. The College of Business will provide written, step-by-step instructions on how to use technology currently installed. Experts are available to run equipment for a fee. If you need equipment other than the permanent equipment listed above for the meeting rooms, you must provide your own.

Parking: Plans for event parking are the responsibility of the event sponsors. For detailed information from University of Wyoming Transit and Parking Services, visit <https://uwadmnweb.uwyo.edu/tap/default.asp>.

Fees: Recognized student organizations, university departments, and recognized university organizations may reserve space considered under this section without charge. Outside entities may reserve space as available. Fees applied to reservations will be charged according to the most current structure outlined in the university fee book. All requests for space must be accompanied by the appropriate forms as deemed necessary.

Reservation requests shall be handled on a first-come, first-served basis. Requests may be denied for reasons which, to include but may not be limited to, conflict with the mission of the University, or conflict with the mission of the College of Business, unfeasible setup/turnaround time, and historic negligence or abuse.

Hourly Rental Fees for COB Facilities

	Commercial	Non-Profit/ UW	Student Org	COB Affiliation
Auditorium:	\$100	\$50	NC	NC
Classrooms (under 77 capacity):				
Per hour	\$50	\$25	NC	NC
Atrium	\$100	\$50	NC	NC
Board Room	\$100	\$50	NC	NC
Conference Rooms	\$50	\$25	NC	NC
Faculty or Staff Lounge	\$50	\$25	NC	NC
Cleaning charge per hour	\$26			
After hours	\$39			
Cleaning Charge per hour	\$15			
After hours	\$20			

*All entities are responsible for any cleaning costs associated with facility rental.

*There is a 15% surcharge added to the hourly rental fee after 6 p.m.



BERRY BIODIVERSITY CONSERVATION CENTER

1000 E. University Ave., Department 4304, Laramie, WY, 82071. Street location: 10th and Lewis.
307-766-6279 or 307-766-6240; BerryCtr@uwyo.edu; <http://www.uwyo.edu/BerryCenter/>

Public Use Contract

Berry Center Public Use Spaces:

The Berry Center is primarily a teaching and research center, but there are several rooms that lend themselves well to public events.

The lecture hall, BC138, has a seating capacity of 114, a whiteboard, computer, and three projectors and screens. This room is scheduled through Central Scheduling; University organizations should contact them (central-scheduling@uwyo.edu) to reserve the room. Non-university groups should contact the Berry Center to inquire about room availability. The room is heavily used for classes during normal (9-5) hours, but special programs may be accommodated if inquiries are made well in advance. The room is available until 9 pm, M-F.

The first floor lobby is a welcoming, 2-story room, faced on one side with a stone masonry wall. A large staircase leads to the second floor foyer. In the daytime, the room is bright with natural light. A single two-tiered bench can accommodate approximately 25 people. The lobby is adjacent to the lecture hall, and is an appropriate place to hold receptions for speakers. The room can also be used on its own for receptions or sit-down meals. Folding tables and stacking chairs are available for an additional cost. A podium is also available. The lobby is available 8am-10 pm, M-F.

The Berry Center has two conference rooms, BC227 and BC327, each seating 16. The rooms are equipped with whiteboards and projectors. Neither room has a computer, so users must bring their own. These rooms are scheduled by the Berry Center staff, on a first-come, first-serve basis. The conference rooms are available 8am-6pm, M-F.

These rooms are available to UW groups and to nonprofit non-UW organizations. Per UW regulations, they may not be used for commercial sales or promotions, or for campaigning by, or on behalf of, political candidates or ballot measures. The rooms are not available for weddings, wedding receptions, family gatherings, or private parties. Additionally, the rooms are not available for non-public meetings of off-campus organizations.

Catering: In accordance with UW policy, only UW approved caterers may be used on campus, with UW Catering (<http://www.uwyo.edu/reslife-dining/catering/>) receiving first right of refusal. A list of currently approved caterers can be found at <http://www.uwyo.edu/procurement/catering-information/index.html>.

Alcohol Permit: If alcohol is to be served, users must obtain a UW alcohol permit, and furnish a copy of the signed permit to both the Berry Center and the caterer. Additional information and the permit are available at <http://www.uwyo.edu/administration/uw-policies/alcohol-on-campus.html>.

Parking: There is no designated parking for the Berry Center, and parking can be difficult to find during working hours.

Cancellations: Please give at least 48 hours' notice when events are canceled. Administrative fee is not refundable.

Use Fees:

	UW departments, organizations, clubs.		Off-campus organizations	
	Conference room or lecture hall	Lobby	Conference room or lecture hall	Lobby
Administrative Fee (charged per room, per event, non-refundable)	\$0	\$25	\$25	\$35
Custodial Services (charged when room will need additional cleaning beyond regularly scheduled cleanings)	Cost (approx.. \$26/hr; \$36/hr after hours)			
Furniture Use Deposit (determined by number of chairs and tables used)	NA	\$25-\$250 deposit	NA	\$25-\$250 deposit
Furniture Set-up/Take-down Fee	NA	\$30	NA	\$100