

Wyoming Union

Classification I- No charge – UW Student Organization

Classification II- No charge – UW Departments

Classification III- Charges apply at discounted rate (see description) Classification IV- charges apply at full (rack) rate (see description)

Classification I - Qualifying groups and activities include:

- UW Student Orgs. meetings, activities and events where the majority of participants are UW students, staff and faculty and no admission is being charged.
- UW Student Orgs. sponsored events involving non-profit organizations and Wyoming state agencies, where the majority of participants are UW students, staff and faculty and no admission is being charged.

Classification II - Qualifying groups and activities include:

- UW administrative, faculty and staff meetings, activities and events where the majority of participants are
- UW students, staff and faculty and no admission is being charged.
- UW administrative, faculty and staff sponsored meetings, activities and events involving non-profit organizations and Wyoming state agencies, where the majority of participants are UW students, staff and faculty and no admission is being charged.

Classification III – Qualifying groups and activities include:

- Commercial event, meeting or program sponsored by a student org or the University of Wyoming
- Non-profit and Wyoming state agencies business, not primarily involving UW students, faculty or staff.
- Examples include regional or national student or departmental educational conferences.
- UW Student Orgs. meetings, activities and events where the majority of participants are not UW students, faculty or staff and/or admission is charged.
- UW administrative, faculty and staff sponsored meetings, activities and events where the majority of participants are not UW students, faculty or staff and/or admission is being charged.

Classification IV – Qualifying groups and activities include:

- Commercial and all other off-campus groups.
*** sponsored events- a student org or UW department agreeing to sponsor an event must be significantly involved in the planning and execution of the event with an external organization with whom there is an obvious organic relationship. The student org or UW department contact will be the primary point of contact for the reservation and event details and payment of all related liabilities or costs associated with the event.*

Solicitation [Breezeway] Tables	FY 2024
Classification I and II	0.00
Classification III	40.00
Classification IV	75.00

Union Audio / Visual	FY 2024
Equipment fee will be charged if a group fails to cancel within two business days of a scheduled event.	
<u>Classification I and II</u>	0.00
<u>Classification III</u>	
LCD or LED Projector	110.00
LCD or LED Projector, per hour	25.00
Television (TV)	27.00
Portable Screen	20.00

DVD	30.00
Conference Phone	20.00

<u>Classification IV</u>	
LCD	185.00
LCD Projector, per hour	37.00
Television (TV)	55.00
Portable Screen	30.00
DVD	55.00
Conference Phone	30.00

Room Setups

Standard – the layout, furniture arrangement, and seating capacity regularly set in the room

Standard + (plus) – a rearrangement of existing furniture regularly set in the room

Special – a layout that necessitates furniture to be brought into or removed from the room (i.e., converting a meeting room that is set for theatre normally to classroom)

<u>Classification I</u>		
Union Facility Fee	FY 2024 Half Day	FY 2024 Full Day
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.		
Setup / Tear Down Fee	0.00	0.00
No-Show Fee	15.00	15.00

<u>Classification II</u>		
Union Facility Fee	FY 2024 Half Day	FY 2024 Full Day
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 10 business days of a scheduled event.		
Setup / Tear Down Fee	25.00	25.00
No-Show Fee	20.00	20.00

<u>Classification III</u>		
Union Facility Fee	FY 2024 Half Day	FY 2024 Full Day
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.		
Terrace	75.00	150.00
Ballroom 220 (all sections) and Terrace	N/A	700.00
Ballroom 220 (all sections)	N/A	600.00
East Ballroom 220C	N/A	220.00
Center Ballroom 220B	N/A	220.00
West Ballroom 220A	N/A	220.00
Wyoming Family Room 212	N/A	250.00
Warm Valley 202 – Standard	50.00	80.00
Warm Valley 202 – Standard+	65.00	90.00
Warm Valley 202 – Special	80.00	120.00
Big Horn 203 – Standard	50.00	80.00
Big Horn 203 – Standard +	65.00	90.00
Big Horn 203 – Special	80.00	120.00
Pokes Pub & Gameroom (all sections)	550.00	700.00
Pokes Pub & Gameroom Bar Area	100.00	150.00
Pokes Pub & Gameroom Lower Programming Area	150.00	200.00

Pokes Pub & Gameroom Billiards Area	150.00	200.00
Pokes Pub & Gameroom E-Sports Lounge	150.00	200.00
Senate Chambers 221A (west) – Standard	50.00	80.00
Senate Chambers 221A (west) – Standard +	65.00	90.00
Senate Chambers 221A (west) – Special	80.00	120.00
Senate Chambers 221B (east) – Standard	50.00	80.00
Senate Chambers 221B (east) – Standard +	65.00	90.00
Senate Chambers 221B (east) - Special	80.00	120.00
Senate Chambers (all sections) – Standard	80.00	120.00
Senate Chambers (all sections) – Standard +	95.00	140.00
Senate Chambers (all sections) - Special	120.00	180.00
Skylight Lounge 029		150.00
Fireplace Lounge 018B		100.00
Flaming Gorge 315 – Standard	50.00	80.00
Flaming Gorge 315 – Standard +	65.00	90.00
Flaming Gorge 315 – Special	80.00	120.00

Classification IV		
Union Facility Fee	FY 2024 Half Day	FY 2024 Full Day
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.		
Terrace	N/A	200.00
Ballroom 220 (all sections) and Terrace	N/A	900.00
Ballroom 220 (all sections)	N/A	800.00
East Ballroom 220C	N/A	275.00
Center Ballroom 220B	N/A	275.00
West Ballroom 220A	N/A	275.00
Wyoming Family Room 212	N/A	350.00
Warm Valley 202 – Standard	100.00	140.00
Warm Valley 202 – Standard+	120.00	160.00
Warm Valley 202 – Special	150.00	200.00
Big Horn 203 – Standard	100.00	140.00
Big Horn 203 – Standard +	120.00	160.00
Big Horn 203 – Special	150.00	200.00
Pokes Pub & Gameroom (all sections)	550.00	700.00
Pokes Pub & Gameroom Bar Area	100.00	150.00
Pokes Pub & Gameroom Lower Programming Area	150.00	200.00
Pokes Pub & Gameroom Billiards Area	150.00	200.00
Pokes Pub & Gameroom E-Sports Lounge	150.00	200.00
Senate Chambers 221A (west) – Standard	100.00	140.00
Senate Chambers 221A (west) – Standard +	120.00	160.00
Senate Chambers 221A (west) – Special	150.00	200.00
Senate Chambers 221B (east) – Standard	100.00	140.00
Senate Chambers 221B (east) – Standard +	120.00	160.00
Senate Chambers 221B (east) - Special	150.00	200.00
Senate Chambers (all sections) – Standard	180.00	220.00
Senate Chambers (all sections) – Standard +	210.00	250.00
Senate Chambers (all sections) - Special	250.00	350.00
Skylight Lounge 029	200.00	300.00
Fireplace Lounge 018B	100.00	150.00
Flaming Gorge 315 – Standard	100.00	140.00
Flaming Gorge 315 – Standard +	120.00	160.00
Flaming Gorge 315 – Special	150.00	200.00

Misc. Expenses	FY 2024
Excessive cleaning, per person, per hour, plus materials	35.00
Special Set-up Costs	
Labor, per person, per hour	15.00-35.00
Additional building operations, per hour	25.00
Catering use of food warmers	25.00
Lost Key – departments / organizations will be responsible for the cost, charged by University Operations, to replace the key or rekey the door.	Replacement Cost

Equipment Rental and Extra Services - CSIL	FY 2024
Student Organizations	No Cost
University Departments	
Popcorn Machines, includes basic supplies	20.00/day
Cornhole / Bags Boards (2 boards plus 8 bags)	15.00/set/day
Video Games (includes 3 games, additional cost beyond)	20.00/day
Yard Games	10.00/day
Portable Speaker (with or without microphone)	15.00
Late returns	20.00/item/day
Damaged or broken	Repair or replacement cost
Non-University Department / Orgs	Unavailable