

UNION FEE BOOK FOR FY26

Wyoming Union

Classification I – UW Student Organizations

Classification II – UW Departments

Classification III – External Non-Profit

Classification IV – External For-Profit

Classification I – UW Student Organizations – Qualifying groups and activities include:

- UW Student Orgs. meetings, activities, and events where the majority of participants are UW students, 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.
- Wyoming state agencies will not be charged meeting/facility fees.

Classification II – UW Departments – 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 – External Non-Profit – Qualifying groups and activities include:

- Commercial events, meetings, or programs 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 – External For-Profit – 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.

*****Room Setups***

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

Special – a rearrangement of existing furniture regularly set in the room

Classification 1 – UW Student Organizations

Solicitation [Breezeway] Tables	FY 2026
Classification I	0.00

Union Audio/Visual	FY 2026
Classification I	0.00

Union Facility Fee for Student Orgs Not Charging Admission		
Union Facility Fee	FY 2026 Half Day	FY 2026 Full Day
Reservation Fee	0.00	0.00
Cancellation Fee (Failure to cancel your event at least 2 business days in advance)	40.00	40.00
No-Show Fee (Failure to show up for your scheduled event)	55.00	55.00

Union Facility Fee for Student Orgs Charging Admission		
Union Facility Fee	FY 2026 Half Day	FY 2026 Full Day
Terrace	110.00	225.00
Ballroom 220 (all sections) and Terrace	540.00	1,050
Ballroom 220 (all sections) and Senate Chambers	600.00	1,125.00
Ballroom 220 (all sections)	390.00	900.00
East Ballroom 220C	180.00	330.00
Center Ballroom 220B	180.00	330.00
West Ballroom 220A	180.00	330.00
Wyoming Family Room 212	200.00	375.00
Warm Valley 202 – Standard	75.00	120.00
Warm Valley 202 – Special	120.00	180.00
Big Horn 203 – Standard	75.00	120.00
Big Horn 203 – Special	120.00	180.00
Pokes Pub & Game Room (all sections)	825.00	1,050.00
Pokes Pub Bar Area (not reservable during Pub hours)	150.00	225.00
Lower Programming Area	225.00	300.00
Game Room Billiards Area	225.00	300.00
Game Room E-Sports Lounge	225.00	300.00
Senate Chambers (all sections) – Standard	120.00	180.00
Senate Chambers (all sections) - Special	180.00	270.00
Skylight Lounge 029	150.00	225.00
Fireplace Lounge 018B	105.00	150.00
Thunder Basin 315 – Standard	75.00	120.00
Thunder Basin 315 – Special	120.00	180.00
Gallery Buy Out	150.00	375.00
Second Floor Buy Out	900.00	1,500.00

Classification 2 – UW Departments

Solicitation [Breezeway] Tables	FY 2026
Classification II	0.00

Union Audio/Visual	FY 2026
Classification II	0.00

Union Facility Fee for UW Departments		
Union Facility Fee	FY 2026 Half Day	FY 2026 Full Day
Reservation Fee	40.00	40.00
Cancellation Fee (Failure to cancel your event at least 2 business days in advance)	40.00	40.00
No-Show Fee (Failure to show up for your scheduled event)	55.00	55.00

Union Facility Fee for UW Departments Charging Admission		
Union Facility Fee	FY 2026 Half Day	FY 2026 Full Day
Terrace	110.00	225.00
Ballroom 220 (all sections) and Terrace	540.00	1,050
Ballroom 220 (all sections) and Senate Chambers	600.00	1,125.00
Ballroom 220 (all sections)	390.00	900.00
East Ballroom 220C	180.00	330.00
Center Ballroom 220B	180.00	330.00
West Ballroom 220A	180.00	330.00
Wyoming Family Room 212	200.00	375.00
Warm Valley 202 – Standard	75.00	120.00
Warm Valley 202 – Special	120.00	180.00
Big Horn 203 – Standard	75.00	120.00
Big Horn 203 – Special	120.00	180.00
Pokes Pub & Game Room (all sections)	825.00	1,050.00
Pokes Pub Bar Area (not reservable during Pub hours)	150.00	225.00
Lower Programming Area	225.00	300.00
Game Room Billiards Area	225.00	300.00
Game Room E-Sports Lounge	225.00	300.00
Senate Chambers (all sections) – Standard	120.00	180.00
Senate Chambers (all sections) - Special	180.00	270.00
Skylight Lounge 029	150.00	225.00
Fireplace Lounge 018B	105.00	150.00
Thunder Basin 315 – Standard	75.00	120.00
Thunder Basin 315 – Special	120.00	180.00
Gallery Buy Out	150.00	375.00
Second Floor Buy Out	900.00	1,500.00

Classification III – External Non-Profit

Solicitation [Breezeway] Tables	FY 2026
Classification III	55.00

Union Audio/Visual	FY 2026
Television (TV)	45.00
Portable Screen	45.00
DVD Player	45.00

Union Facility Fee for External Non-Profit		
Union Facility Fee	FY 2026 Half Day	FY 2026 Full Day
Terrace	110.00	225.00
Ballroom 220 (all sections) and Terrace	540.00	1,050
Ballroom 220 (all sections) and Senate Chambers	600.00	1,125.00
Ballroom 220 (all sections)	390.00	900.00

East Ballroom 220C	180.00	330.00
Center Ballroom 220B	180.00	330.00
West Ballroom 220A	180.00	330.00
Wyoming Family Room 212	200.00	375.00
Warm Valley 202 – Standard	75.00	120.00
Warm Valley 202 – Special	120.00	180.00
Big Horn 203 – Standard	75.00	120.00
Big Horn 203 – Special	120.00	180.00
Pokes Pub & Game Room (all sections)	825.00	1,050.00
Pokes Pub Bar Area (not reservable during Pub hours)	150.00	225.00
Lower Programming Area	225.00	300.00
Game Room Billiards Area	225.00	300.00
Game Room E-Sports Lounge	225.00	300.00
Senate Chambers (all sections) – Standard	120.00	180.00
Senate Chambers (all sections) - Special	180.00	270.00
Skylight Lounge 029	150.00	225.00
Fireplace Lounge 018B	105.00	150.00
Thunder Basin 315 – Standard	75.00	120.00
Thunder Basin 315 – Special	120.00	180.00
Gallery Buy Out	150.00	375.00
Second Floor Buy Out	900.00	1,500.00

Classification IV – External For-Profit

Solicitation [Breezeway] Tables	FY 2026
Classification IV	90.00

Union Audio/Visual	FY 2026
Television (TV)	70.00
Portable Screen	45.00
DVD Player	70.00

Union Facility Fee for External For-Profit		
Union Facility Fee	FY 2026 Half Day	FY 2026 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 21 business days of a scheduled event.		
Terrace	180.00	300.00
Ballroom 220 (all sections) and Terrace	750.00	1,350.00
Ballroom 220 (all sections) and Senate Chambers	860.00	1,275.00
Ballroom 220 (all sections)	750.00	1,200.00
East Ballroom 220C	270.00	410.00
Center Ballroom 220B	270.00	410.00
West Ballroom 220A	260.00	410.00
Wyoming Family Room 212	275.00	525.00
Warm Valley 202 – Standard	150.00	210.00
Warm Valley 202 – Special	225.00	300.00
Big Horn 203 – Standard	150.00	210.00
Big Horn 203 – Special	225.00	300.00
Pokes Pub & Game Room (all sections)	825.00	1,050.00
Pokes Pub Bar Area (not reservable during Pub hours)	150.00	225.00
Lower Programming Area	225.00	300.00
Game Room Billiards Area	225.00	300.00
Game Room E-Sports Lounge	225.00	300.00
Senate Chambers (all sections) – Standard	270.00	330.00

Senate Chambers (all sections) - Special	375.00	525.00
Skylight Lounge 029	300.00	450.00
Fireplace Lounge 018B	150.00	225.00
Thunder Basin 315 – Standard	225.00	140.00
Thunder Basin 315 – Special	150.00	300.00
Gallery Buy Out	410.00	525.00
Second Floor Buy Out	1,500.00	2,700.00

Student Technical Services (STS) Services	FY 2026
Student Orgs and CSIL events are not billed for technical service unless the event is charging admission. UW departments and external users will be charged as follows:	
Labor Cost (STS Coordinator and Student Technician, Per Hour, Per Technician)	35.00
Large Concert System	900.00
Large Concert System with 2 Additional Speakers	Add 170.00
Large Concert System with 2 Additional Subs	Add 225.00
Medium Concert System	620.00
Medium Concert System with 32 Channel Mixer	Add 110.00
Medium Concert System with 2 Additional Speakers	Add 170.00
Small Concert System	450.00
Small Concert System with 16 Channel Mixer	Add 110.00
Large PA System	450.00
Medium PA System	270.00
Small PA System	110.00
Large Stage Lighting	280.00
Medium Stage Lighting	225.00
Small Stage Lighting	110.00
Advanced Stage Lighting with 250W Moving Head (Wash)	225.00
Advanced Stage Lighting with 700W Moving Head (Wash)	450.00
Advanced Stage Lighting with 700W Moving Head (Profile)	450.00
Advanced Stage Lighting with 72 LED Wash Light	110.00
Wireless Microphone	90.00
Additional Charges	
Rush Charge (Less Than 10 Working Days Notice)	25% of the Event Cost
Failure to Cancel Charge (Within 48 Hours of Event)	Cost + Labor

Misc. Expenses	FY 2026
Excessive cleaning, per person, per hour, plus materials	50.00
Special Set-Up Costs	
Labor, per person, per hour	30.00-50.00
Additional building operations, per hour	50.00
Additional game room operations, per hour	25.00
Use of food warmers	40.00
Lost Key – Departments / organizations will be responsible for the cost, charged by University Operations, to replace the key or re-key the door.	Replacement Cost

