

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 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 – 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

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)

Classification 1 – UW Student Organizations

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|---------------------------------|---------|
| Solicitation [Breezeway] Tables | FY 2025 |
| Classification I | 0.00 |

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|--------------------|---------|
| Union Audio/Visual | FY 2025 |
| Classification I | 0.00 |

| Union Facility Fee for Student Orgs Not Charging Admission | | |
|-------------------------------------------------------------------------------------|---------------------|---------------------|
| Union Facility Fee | FY 2025 Half Day | FY 2025 Full Day |
| Setup / Tear Down Fee | 0.00 | 0.00 |
| Cancellation Fee (Failure to cancel your event at least 2 business days in advance) | 25.00 | 25.00 |
| No-Show Fee (Failure to show up for your scheduled event) | 40.00 | 40.00 |

| Union Facility Fee for Student Orgs Charging Admission | | |
|--------------------------------------------------------|---------------------|---------------------|
| Union Facility Fee | FY 2025 Half Day | FY 2025 Full Day |
| Terrace | 75.00 | 150.00 |
| Ballroom 220 (all sections) and Terrace | 360.00 | 700.00 |
| Ballroom 220 (all sections) and Senate Chambers | 400.00 | 750.00 |
| Ballroom 220 (all sections) | 260.00 | 600.00 |
| East Ballroom 220C | 120.00 | 220.00 |
| Center Ballroom 220B | 120.00 | 220.00 |
| West Ballroom 220A | 120.00 | 220.00 |
| Wyoming Family Room 212 | 135.00 | 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 & Game Room (all sections) | 550.00 | 700.00 |
| Pokes Pub & Game Room Bar Area | 100.00 | 150.00 |
| Pokes Pub & Game Room Lower Programming Area | 150.00 | 200.00 |
| Pokes Pub & Game Room Billiards Area | 150.00 | 200.00 |
| Pokes Pub & Game Room 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 | 100.00 | 150.00 |
| Fireplace Lounge 018B | 70.00 | 100.00 |
| Thunder Basin 315 – Standard | 50.00 | 80.00 |
| Thunder Basin 315 – Standard + | 65.00 | 90.00 |
| Thunder Basin 315 – Special | 80.00 | 120.00 |
| Gallery Buy Out | 100.00 | 250.00 |
| Second Floor Buy Out | 800.00 | 1,100.00 |

Classification 2 – UW Departments

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|---------------------------------|---------|
| Solicitation [Breezeway] Tables | FY 2025 |
| Classification II | 0.00 |

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|--------------------|---------|
| Union Audio/Visual | FY 2025 |
| Classification II | 0.00 |

| Union Facility Fee for UW Departments | | |
|-------------------------------------------------------------------------------------|---------------------|---------------------|
| Union Facility Fee | FY 2025 Half Day | FY 2025 Full Day |
| Setup / Tear Down Fee | 25.00 | 25.00 |
| Cancellation Fee (Failure to cancel your event at least 2 business days in advance) | 25.00 | 25.00 |
| No-Show Fee (Failure to show up for your scheduled event) | 40.00 | 40.00 |

| Union Facility Fee for UW Departments Charging Admission | | |
|----------------------------------------------------------|---------------------|---------------------|
| Union Facility Fee | FY 2025 Half Day | FY 2025 Full Day |
| Terrace | 75.00 | 150.00 |
| Ballroom 220 (all sections) and Terrace | 360.00 | 700.00 |
| Ballroom 220 (all sections) and Senate Chambers | 400.00 | 750.00 |
| Ballroom 220 (all sections) | 260.00 | 600.00 |
| East Ballroom 220C | 120.00 | 220.00 |
| Center Ballroom 220B | 120.00 | 220.00 |
| West Ballroom 220A | 120.00 | 220.00 |
| Wyoming Family Room 212 | 135.00 | 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 & Game Room (all sections) | 550.00 | 700.00 |
| Pokes Pub & Game Room Bar Area | 100.00 | 150.00 |
| Pokes Pub & Game Room Lower Programming Area | 150.00 | 200.00 |
| Pokes Pub & Game Room Billiards Area | 150.00 | 200.00 |
| Pokes Pub & Game Room 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 | 100.00 | 150.00 |
| Fireplace Lounge 018B | 70.00 | 100.00 |
| Thunder Basin 315 – Standard | 50.00 | 80.00 |
| Thunder Basin 315 – Standard + | 65.00 | 90.00 |
| Thunder Basin 315 – Special | 80.00 | 120.00 |
| Gallery Buy Out | 100.00 | 250.00 |
| Second Floor Buy Out | 800.00 | 1,100.00 |

Classification III – External Non-Profit

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|---------------------------------|---------|
| Solicitation [Breezeway] Tables | FY 2025 |
| Classification III | 40.00 |

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|-----------------------------------------|---------|
| Union Audio/Visual | FY 2025 |
| LCD or LED Projector | 110.00 |
| LCD or LED Projector, Per Hour (Rental) | 25.00 |
| Television (TV) | 27.00 |
| Portable Screen | 20.00 |
| DVD Player | 30.00 |
| Conference Phone | 20.00 |

| Union Facility Fee for External Non-Profit | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------|
| Union Facility Fee | FY 2025 Half Day | FY 2025 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 | 75.00 | 150.00 |
| Ballroom 220 (all sections) and Terrace | 360.00 | 700.00 |
| Ballroom 220 (all sections) and Senate Chambers | 400.00 | 750.00 |
| Ballroom 220 (all sections) | 260.00 | 600.00 |
| East Ballroom 220C | 120.00 | 220.00 |
| Center Ballroom 220B | 120.00 | 220.00 |
| West Ballroom 220A | 120.00 | 220.00 |
| Wyoming Family Room 212 | 135.00 | 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 & Game Room (all sections) | 550.00 | 700.00 |
| Pokes Pub & Game Room Bar Area | 100.00 | 150.00 |
| Pokes Pub & Game Room Lower Programming Area | 150.00 | 200.00 |
| Pokes Pub & Game Room Billiards Area | 150.00 | 200.00 |
| Pokes Pub & Game Room 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 | 100.00 | 150.00 |
| Fireplace Lounge 018B | 70.00 | 100.00 |
| Thunder Basin 315 – Standard | 50.00 | 80.00 |
| Thunder Basin 315 – Standard + | 65.00 | 90.00 |
| Thunder Basin 315 – Special | 80.00 | 120.00 |
| Gallery Buy Out | 100.00 | 250.00 |
| Second Floor Buy Out | 800.00 | 1,100.00 |

Classification IV – External For-Profit

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|---------------------------------|---------|
| Solicitation [Breezeway] Tables | FY 2025 |
| Classification IV | 75.00 |

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|-----------------------------------------|---------|
| Union Audio/Visual | FY 2025 |
| LCD or LED Projector | 185.00 |
| LCD or LED Projector, Per Hour (Rental) | 37.00 |
| Television (TV) | 55.00 |
| Portable Screen | 30.00 |
| DVD Player | 55.00 |
| Conference Phone | 30.00 |

| Union Facility Fee for External For-Profit | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------|
| Union Facility Fee | FY 2025 Half Day | FY 2025 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 | 120.00 | 200.00 |
| Ballroom 220 (all sections) and Terrace | 500.00 | 900.00 |
| Ballroom 220 (all sections) and Senate Chambers | 575.00 | 850.00 |
| Ballroom 220 (all sections) | 500.00 | 800.00 |
| East Ballroom 220C | 180.00 | 275.00 |
| Center Ballroom 220B | 180.00 | 275.00 |
| West Ballroom 220A | 175.00 | 275.00 |
| Wyoming Family Room 212 | 185.00 | 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 & Game Room (all sections) | 550.00 | 700.00 |
| Pokes Pub & Game Room Bar Area | 100.00 | 150.00 |
| Pokes Pub & Game Room Lower Programming Area | 150.00 | 200.00 |
| Pokes Pub & Game Room Billiards Area | 150.00 | 200.00 |
| Pokes Pub & Game Room 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 |
| Thunder Basin 315 – Standard | 100.00 | 140.00 |
| Thunder Basin 315 – Standard + | 120.00 | 160.00 |
| Thunder Basin 315 – Special | 150.00 | 200.00 |
| Gallery Buy Out | 275.00 | 350.00 |
| Second Floor Buy Out | 1,000.00 | 1,800.00 |

| Student Technical Services (STS) Services | FY 2025 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 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) | 20.00 |
| Large Concert System | 600.00 |
| Large Concert System with 2 Additional Speakers | Add 113.00 |
| Large Concert System with 2 Additional Subs | Add 150.00 |
| Medium Concert System | 413.00 |
| Medium Concert System with 32 Channel Mixer | Add 75.00 |
| Medium Concert System with 2 Additional Speakers | Add 113.00 |
| Small Concert System | 300.00 |
| Small Concert System with 16 Channel Mixer | Add 75.00 |
| Large PA System | 300.00 |
| Medium PA System | 182.00 |
| Small PA System | 75.00 |
| Large Stage Lighting | 188.00 |
| Medium Stage Lighting | 150.00 |
| Small Stage Lighting | 75.00 |
| Advanced Stage Lighting with 250W Moving Head (Wash) | 150.00 |
| Advanced Stage Lighting with 700W Moving Head (Wash) | 300.00 |
| Advanced Stage Lighting with 700W Moving Head (Profile) | 300.00 |
| Advanced Stage Lighting with 72 LED Wash Light | 75.00 |
| Wireless Microphone | 60.00 |
| 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 2025 |
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| 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 | 35.00 |
| 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 re-key the door. | Replacement Cost |