

Discovery Building Meeting and Event Spaces – Nonprofit



Room Specs				Capacity by Room Setup					Rates		
Room	Floor	Sq.Ft.	Default	Lecture 	Conference 	Classroom 	Boardroom 	Reception 	Quarter Day (0-2 hrs)	Half Day (2-4 hrs)	Full Day (4-8 hrs)
Large Event Rooms											
H.F. DeLuca Forum	1	3,774	Classroom, Lecture, Conference	300	220	200	—	300	\$160	\$280	\$560
Orchard View	3	2,056	Classroom (*50 set up fee applies for other set ups)	90	64	30	20	120	\$140	\$245	\$490
Atrium Spaces											
Entire Open Court	1		As Is	Varies by setup	—	—	—	625	\$390	\$680	\$1,360
Open Court-Main	1	3,953	As Is	Varies by setup	—	—	—	275	\$200	\$350	\$700
Open Court-West	1	400	As Is	Varies by setup	—	—	—	75	\$110	\$190	\$380
Open Court-East	1	2,000	As Is	Varies by setup	—	—	—	125	\$110	\$190	\$380
Open Court-Central	1	2,314	As Is	Varies by setup	—	—	—	150	\$110	\$190	\$380
Mesozoic Garden-East	1		As Is	Varies by setup	—	—	—	125	\$110	\$190	\$380
Conference Rooms											
Boardroom	2	662	Boardroom	—	—	—	22	—	\$90	\$150	\$300
Small Conference Room	1	444	Boardroom	—	—	—	6-14	—	\$14/hr	\$14/hr	\$14/hr
Special Use Spaces											
Teaching Labs	2,4	2,056	As Is	—	—	49	—	—	\$140	\$245	\$490
Media Walls	1	—	—	—	—	—	—	—	\$55	\$165	\$330

Fees listed above represent the room reservation fee. Additional fees may include, but are not limited to, AV requests, event equipment, non-standard room setups, special maintenance requirements, substantial removal of furniture, exhibit booths, special lighting, security personnel, and dedicated staff support or services such as crowd control, safety compliance, and facilities management, clean-up and repair resulting from misuse of facilities.

Additional fees are applied to reservations on Saturdays concluding after 5pm (\$450) or on Sundays (\$500). Event sponsors will be responsible for building fees charged for special requests for room use beyond the normal daytime business hours of 7 am - 10 pm Monday through Friday and 9am-10pm on Saturday.

Discovery Building Equipment and AV Rates – Nonprofit



AUDIO

DESCRIPTION	FEE
Assistive Listening Devices	\$0
Microphone – Lavalier (Lapel)	\$30
Microphone – Wired Handheld	\$8
Microphone – Wireless Handheld	\$30
PA Speaker – Portable w/Stand	\$80
Press Feed – Audio	\$30
Recording – Audio	\$35/hr



PROJECTION

DESCRIPTION	FEE
Conference Room AV System (Room 1260 only. Includes HD video projector, speakers, laptop, AV connections and Blu-Ray player)	\$50
Document Camera	\$40
Projection Package	\$100
Screen – Portable	\$18
SMART Board with Integrated Projector	\$100



VIDEO

DESCRIPTION	FEE
CD/DVD Duplication (Copy service for media from audio or video recordings; price includes case and label; minimum order 10)	\$4 ea
Conferencing – Video (HD)	\$50/hr
Live Streaming/Webcast	\$60/hr
Monitor – LCD 24"	\$30
Press Feed – Video	\$30
Recording – Video (Includes editing and final master disc/download)	\$105/hr



EVENT EQUIPMENT

DESCRIPTION	FEE
Chairs – Black folding	\$1 ea
Coat Rack (Includes 40 hangers)	\$0
Posterboard (46" x 46" display, double sided)	\$22.50
Power – Extension Cord	\$2.50
Power – Strip	\$4
Sign Clip / E-Clip (No fee up to 10)	\$0
Stage Section 6'x8'	\$30
Table – Cocktail	\$17
Table – Powered (Forum only)	\$7 ea
Table Cloth (Black) (Table skirts available on special order)	\$5



MEETING SUPPLIES

DESCRIPTION	FEE
Conference Phone	\$25
Easel	\$0
Ethernet Cable	\$45
Flip Chart	\$11.25
Laptop (Macbook Pro or PC)	\$80
Laptops – Teaching Labs	\$15
Paper Copies (Black & White)	\$0.10/pg
Paper Copies (Color)	\$0.20/pg
Podium – Portable	\$0
Teleconference Bridge Line (Provides telephone for up to 25 people)	\$30
White Board	\$10



STAFF SUPPORT

DESCRIPTION	FEE
Additional Dedicated AV Technician*	\$25 /hr
Additional Dedicated Event Staff*	\$18/hr
* On call staff support is included with your reservation. Dedicated staff support is available for additional fee.	

Discovery Building

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AV equipment and services are subject to availability. Some AV services are included with the room or event space. Additional set up fees may apply.

Effective November 1, 2015