

# UNH Memorial Union Building **FY18**\* Room Use Fees

	Standard Rate Half Day Up to 4 Hours	Standard Rate Full Day Up to 8 Hours	UNH Rate* Half Day Up to 4 Hours	UNH Rate * Full Day Up to 8 Hours
<b>Event/Specialty Rooms</b>				
221—Granite State	Not Offered	1290.00	Not Offered	495.00
240—Strafford	Not Offered	755.00	Not Offered	300.00
311—Theater I	235.00	430.00	90.00	160.00
312—Theater II	310.00	535.00	115.00	205.00
18—Entertainment Center and Kitchen	175.00	325.00	60.00	110.00
154—Wildcat Den	175.00	325.00	60.00	110.00
Games Room Video Side**	55.00/hr.	55.00/hr.	55.00/hr.	55.00/hr.
Games Room Pool Table Side**	80.00/hr.	80.00/hr.	80.00/hr.	80.00/hr.
Games Room Total**	135.00/hr.	135.00/hr.	135.00/hr.	135.00/hr.
<b>Configurable Rooms</b>				
115	65.00	110.00	25.00	35.00
156, 158	175.00	325.00	60.00	110.00
203, 233, 237, 302	90.00	165.00	30.00	55.00
330, 332, 334, 336, 338, 340	90.00	165.00	30.00	55.00
330/332, 334/336, 338, 340 “combined”	175.00	325.00	60.00	110.00
<b>Conference Rooms</b>				
207, 304	65.00	110.00	25.00	35.00
321	90.00	165.00	30.00	55.00
<b>Lounge/Common Areas**</b>				
223—Low Ceiling Food Court**	Not Offered	320.00	Not Offered	160.00
225—High Ceiling Food Court**	Not Offered	320.00	Not Offered	160.00
231—Grafton Lounge**	Not Offered	215.00	Not Offered	90.00
309—Merrimack Lounge**	135.00	270.00	62.00	105.00
337—Rockingham Lounge**	Not Offered	430.00	Not Offered	175.00

**\*The rates shown here are effective July 1, 2017—June 30, 2018.**

**Rates will increase in FY19 to 50% of the then current standard rate.**

Room rates include one standard room set up and use of the existing AV system when applicable.

Specialty AV equipment and staffing incur additional charges. Please inquire with the scheduling office.

\*\*Reservations in spaces marked (\*\*) are provided only with the existing standard set up and only at the discretion of the MUB as determined on a per-request basis based on day, time, and time of year.

# UNH Memorial Union Building Room Rate Policies

## Student Organizations

Recognized student organizations in good standing are generally not charged for space use in the MUB with the exception of the Games Room. To qualify, an event must meet the following criteria.

1. A logical and valid connection must exist with any co-sponsoring entity. Student organizations cannot be used to front for external groups, co-sponsoring campus departments or offices that would otherwise incur charges.
2. Events that are partnerships between non-UNH entities and student organizations must be the original creation of and instituted by of the student organizations. The apparent or primary purpose of the event must not be to promote or market any non-UNH entity. A member of the student organization must be the organizer, manager, host/facilitator, decision maker and primary contact for the event.
3. Any revenue generated from sponsorship, ticket sales, registrations or other fundraising mechanism must be designated for a student organization, student scholarships or registered 501c3 and pass through the UNH student organization account.
4. The audience for an event must be made up of more than 50% students, faculty and staff of UNH.

## UNH Rate

The UNH Rate is currently calculated as a discount to the standard rate. To qualify for this discount, an event must meet the following criteria. The intent of the criteria is to support those programs and events that contribute directly to the general fund or individual office and department budgets.

1. A department or office of the University of New Hampshire cannot be a sponsor of an event in name only. An campus department holding "membership" in an external organization does not qualify that external organization for UNH rates. The campus department must be the organizer, manager, host/facilitator, decision maker and primary contact for the event. The department has ultimate responsibility for payment of all expenses related to the program.
2. Any revenue generated beyond expenses must be directly deposited into a University account for departmental, college or general funds.
3. Any financial benefit by individuals or groups other than the University of New Hampshire will disqualify a group from receiving the UNH Rate.
4. Events that are partnerships between campus departments/offices and student organizations will be charged at the UNH Rate unless they meet all of the criteria for a Student Organization above. Student organizations cannot be used to front for campus departments for the purpose of reducing fees.
5. An internal Encumbrance Number for the costs of all anticipated participants and other costs for the event must be received by the scheduling office in advance of the first day of the event (21 days in advance for "event and specialty rooms" and 2 days in advance for all other spaces).

## Additional Policies

- Room rates will not be prorated in increments other than 4 and 8 hours as outlined for specific rooms. Length of time is exclusive of MUB set-up time but inclusive of any set-up time requested by the client as well as "actual" advertised event time.
- Not all building and space use policies appear on this sheet. Complete policies related to the Memorial Union Building can be located at [unhmub.com](http://unhmub.com).