

**THE UNIVERSITY OF UTAH COLLEGE OF SOCIAL WORK
COMMUNITY MEETING ROOM**

RENTAL RATES

	Campus Pricing		Regular Pricing	
Room Size	½ Room	Full Room	½ Room	Full Room
Up to 4 Hours	\$200.00	\$400.00	\$250.00	\$500.00
4 to 8 hours	\$400.00	\$800.00	\$500.00	\$1000.00
Refundable Security Deposit	N/A	N/A	\$150.00	\$150.00

*** Table linens are \$3.50 each**

RESERVATION, DEPOSIT, AND CANCELLATION POLICIES

Reservation policy

Reservations may be made up to one year in advance. To make a reservation, please call Matt Harting at (801) 581--6460, Building Manager. A reservation is confirmed when the signed contract is returned to the Building Manager.

Deposit Policy

For rental charges over \$500, a deposit of 50% of the total estimated rental amount is due within 10 days from the date the reservation is made. Visa, MasterCard, American Express, Discover and personal checks are accepted.

Cancellation and Refund Policy

If cancellation is necessary, please contact Matt Harting at (801) 581-6460 as soon as possible. The refund schedule is as follows:

- 45+ days prior to the event: full refund of deposit
- 30+ days prior to the event: full refund minus \$50 cancellation fee
- 10+ days prior to the event: 50% refund of deposit
- Fewer than 10 days prior to the event: no refund Other Information
- Alcohol is permitted with approval (you must use a University approved caterer).

The Community Meeting Room is well-suited for business meetings, conferences, seminars or a working breakfast/lunch. The rooms are spacious and versatile, accommodating up to 200 people for meetings, and state-of-the art A/V facilities are included in the pricing of the rooms.