# Alumni House Rental Rates

<table>
<thead>
<tr>
<th>Room Rental</th>
<th>Campus / Member Pricing</th>
<th>Regular Pricing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to four hours</td>
<td>$300</td>
<td>$350</td>
</tr>
<tr>
<td>Four to eight hours</td>
<td>$350</td>
<td>$400</td>
</tr>
<tr>
<td>Kitchen only</td>
<td>$100</td>
<td>$125</td>
</tr>
<tr>
<td>Eccles Patio</td>
<td>$100</td>
<td>$125</td>
</tr>
<tr>
<td>Refundable security deposit</td>
<td>$250 (n/a Campus)</td>
<td>$250</td>
</tr>
<tr>
<td>Full house rentals</td>
<td>$975</td>
<td>$1,075</td>
</tr>
</tbody>
</table>

Additional Services and Rental Items Available on Request, including but not limited to:

- Piano use (Dumke & Tanner rooms) - $35
- Fireplace - $25
- Projection screen - $15
- Projector - $75
- Podium - $25
- Burbidge audiovisual equipment - $85
- TV / DVD / VCR - $50
- Parking day pass - $10
- Parking validations - $1/hour 6 a.m.-6 p.m., $1.50 after 6 p.m.
- Parking moratorium (full day) - $200
- Parking moratorium (half day) - $110
- Parking sign - $25
- Table linens (each) - $6
- Centerpieces (each) - $3
- Speaker with iPod dock or additional wireless microphone - $100
- iPod dock (alone) - $25
- Site manager (outside of business hours) - $15/hour
RESERVATION, DEPOSIT AND CANCELLATION POLICIES

Reservation Policy

Reservations may be made up to one year in advance. To make a reservation, call 801-581-3710, or call 888-863-8256 toll-free. A reservation is confirmed when the signed contract is returned to the Alumni House facilities coordinator.

Deposit Policy

A $250 deposit will be required for all non-campus events. For rental charges over $500, a deposit of 50 percent 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. Final balance will be billed after the event.

Cancellation and Refund Policy

If cancellation is necessary, please contact the Alumni House at 801-581-3710 as soon as possible. The refund schedule is as follows:

• 45-plus days prior to the event: full refund of deposit
• 30 to 44 days prior to the event: full refund minus a $50 cancellation fee
• 10 to 29 days prior to the event: 50 percent 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).
• All wedding receptions are booked for an eight-hour period to allow for setup, event time and cleanup.
• All events held on weekends and after 5 p.m. on weekdays are subject to an additional $15 per hour night-manager fee.
• The Alumni House is well-suited for business meetings, conferences, seminars or a working breakfast or lunch. The rooms are spacious and versatile, accommodating up to 75 people for meetings, and more than 100 for dining. State-of-the-art audiovisual equipment is available for your next meeting.