THE FLORIDA STATE UNIVERSITY
PANAMA CITY
Panama City Campus

RATE STRUCTURE FOR FSU PANAMA CITY FACILITY USE

	For Profit Organizations		Not For Profit Organizations	
	1st 4 Hours	Each Add'l Hour	1st 4 Hours	Each Add'l Hour
Lecture Hall A	$250	$50	$150	$35
Lecture Hall B	$250	$50	$150	$35
Lecture Hall C	$250	$50	$150	$35
Deans Conference Rm.	$130	$25	$100	$20
Small Conference Rm.	$60	$10	$30	$5
Technology Classroom	$125	$25	$95	$15
Non-Technology Classroom	$80	$15	$50	$10
Small Classroom	$30	$5	$20	$5
Computer Lab	$200	$30	$150	$20
Auditorium	$125	$25	$95	$15
Bland Conference Center	$250	$50	$150	$35
Faculty Conference Rm.	$75	$15	$45	$10
Allan Bense Atrium	$250	$50	$150	$35
ASC Conference Rm.	$75	$15	$45	$10
Video Conference Facility	$110/1st hour (includes setup & testing), $55 each additional hour			

Technology Data	For Profit Organizations		Not For Profit Organizations	
	Setup Fee	Rate	Setup Fee	Rate

Fees negotiated case by case

Technical Services Equipment (per event)		**Technical Services Personnel (per hour)**	
CD/DVD Player	$30	Mon – Fri (8am – 5pm)	$25
Computer	$100	Mon – Fri (5pm – 10pm)	$38
Microphone	$30	Mon – Fri (10pm – 8am)	$50
Wireless Computer Remote	$20	Sat – Sun (anytime)	$50

Other Charges

Tablecloth – black round - $12/table

Add'l Weekend Fee - $300/day per event

Long Term Rental Rates

External For-Profit - $17/sq ft per year office space

External Non-Profit - $10/sq ft per year office space

Internal - $10/sq ft per year office space

Use outside of normal campus hours may include the following:

FO&M Staff	$25/hr (Mon-Fri) - $40/hr (Sat-Sun)
Public Safety & Security	$40/hr (Mon-Fri) - $60/hr (Sat-Sun)

A change order fee of $100 may be accessed when changes are requested within 24 hours of an event.

Current Florida Sales Tax rate will be applied where applicable to these fees unless a Florida Sales Tax Exemption certificate is on file with FSU Panama City.

Note: Events sponsored by E & G funded University or student organizations will not be charged a space utilization fee. Rooms and areas not listed will be negotiated on a case-by-case basis. The computer labs are outfitted with the Microsoft Office 2007 suite of products. Additional software needed for the computer lab will require additional lead time and a setup fee to be agreed to by the FSUPC Office of Technology and the requesting party prior to approval of the request. Not all software will be compatible with the computer lab environment and may not be able to be used. Technical service assistance and equipment fees will be determined based on need. Actual salary and benefits for FSU Police officer will be added to fee if needed. Not-For-Profit rates will be available to organizations that provide documentation before reservation is confirmed. Requested usage times outside normal operating hours will require additional personnel and incur additional fees. This fee will be negotiated by FSU PC staff and approved by Dennis Bailey, Associate Vice President for Facilities Administration Services prior to sending confirmation to use FSU PC facilities.