

UCF DOWNTOWN

Room Rates

ROOM		CAPACITY	RATES					
ROOM	Square Feet	Classroom Style Capacity	Outside Organizations Day Rate	Outside Organizations Half-Day or less (4 Hours or less)	Alumni/ University/ Valencia Sponsored Day Rate	Alumni/ University/ Valencia Sponsored Half Day or Less	Community/ Non-Profit Organizations Day Rate	Community/ Non-Profit Organizations Half Day or less
Meeting Rooms	1064 or less	54 or less	\$100	\$60	\$100	\$60	Free	Free
CMB 182A or DPAC 102	1,676	80	\$370	\$220	\$275	\$165	\$185	\$110
DPAC 106A or 106B	1,838	90	\$405	\$245	\$305	\$180	\$200	\$120
Paramore Room	961	40	\$450	\$270	\$340	\$205	\$225*	\$135*
DPAC 169AB	2,288	100	\$500	\$300	\$380	\$225	\$250	\$150
CMB 182B	2,891	140	\$635	\$380	\$475	\$385	\$320	\$190
DPAC 106AB	3,837	180	\$845	\$505	\$635	\$380	\$420	\$250
Moot Court Room	1,837	92	\$850	\$510	\$640	\$385	\$425	\$255
CMB 182AB	4,567	220	\$1,005	\$605	\$755	\$450	\$500	\$300

*Free to Paramore community non-profit organizations only

**Additional night and weekend fees apply for events 1500 sq ft+ \$100 | 3000 sq ft+: \$150

Rental Policies

- University sponsored events for outside organizations **MUST** be affiliated with the sponsor; the sponsor must have an active role in the outside organization and be actively participating with the organization in the event. There will be a fine of 50% of the total charge to the UCF sponsor for any event for events held by outside organizations that are improperly labeled and charged as a UCF Sponsored event.
 - Events spanning over multiple days will receive the appropriate charges for the number of days the event is held in relation to the Room Rate prices above and equipment rental rate prices below.
 - We are closed on the following holidays: New Year's Eve, New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Veterans Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, and Holiday break.
 - Dates **CANNOT** be held and events will **NOT** be confirmed until a signed contract and deposit is received.
 - All signed contracts must be accompanied with a deposit of 50% of the rental space to be considered fully executed. The remaining balance, which includes additional rental equipment, is due 5 business days before the event date.
 - Events that are cancelled within 30 days of the event will result in total forfeiture of the deposit. Events that are cancelled outside of 30 days of the event will result in a 50% forfeiture of the deposit. Customers will be given the opportunity to re-schedule the event within a 6-month period of the original event date, wherein the remaining 50% of the original deposit may be forwarded as partial deposit on the new date. The additional 50% deposit on the new date must be received with a new contract to be considered fully executed. If UCF cancels an event due to unforeseen circumstances, such as a SAFE form is not approved, the deposit will be fully returned to the customer.
 - All charges are subject to an 18% service fee and 6% state sales tax. Tax-exempt organizations must provide proper documentation before the event in order **NOT** to be charged sales tax. Events that take place on Saturday or Sunday will be charged a weekend rate per day.
 - Parking information for UCF Downtown can be found in the following link: <https://www.ucf.edu/downtown/transportation/>
 - To ensure all food service standards and insurance requirements are met, it is mandatory that only UCF approved caterers are used within UCF Downtown facilities. There are no additional fees or paperwork required for these pre-approved caterers. Approved caterers can be found at this link: <https://www.ucf.edu/downtown/employees/#Catering>.
 - AV, streaming and other technology services are provided by UCF Office of Instructional Resources. Services and rates can be found at the following link: <https://oir.ucf.edu/wp-content/uploads/2018/12/OIR-Event-Services-Pricing-Structure-2019-1.pdf>
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Equipment Rental Rates

EQUIPMENT	Rate
Furniture in the room, AV technology, Wireless Internet	Complimentary
10x10 Outdoor only Tents	\$30 each
6 Ft Tables	\$20 each
Cocktail table	\$20 each

*All prices are subject to change. A service fee of 18% and 6% state sales tax will be added to final charge.