

# UCF DOWNTOWN

## *Room Rates*

ROOM		CAPACITY	RATES	
ROOM	Square Feet	Classroom Style Capacity	Full Day Rates	Half-Day or less rates (4 Hours or less)
Meeting Rooms	1064 or less	54 or less	\$210	\$125
CMB 182A, CMB 127, or DPAC 102	1,676	80-90	\$510	\$305
DPAC 106A or 106B	1,838	90	\$625	\$375
Parramore Room	961	40	\$690	\$405
DPAC 169AB	2,288	100	\$705	\$420
CMB 182B	2,891	140	\$900	\$535
Moot Court Room	1,837	92	\$1050	\$650
DPAC 106AB Or Atrium	3,837	180	\$1,375	\$815
CMB 182AB Or Atrium	4,567	220	\$1,375	\$815

**\*\*Additional weekend fees of \$1000 per day apply and cannot be discounted\*\***

## *Rental Policies*

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- 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.
  - Events that are cancelled within 30 days of the event will be held liable for 50% of the cost of the invoice. 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 Additional costs may vary depending on additional tech needs
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.