

Room Rental Rates

Room	Capacity	Full Day Rate (8 hour maximum)	Hourly rate (1 hour minimum)
Medium classroom	50	\$750	\$200
Large Classroom	80	\$900	\$225
Extra Large room	90 - 100	\$1500	\$375
DPAC 106AB	180	\$2500	\$625
Parramore room	30	\$925	\$250
Moot Court	92*	\$1850	\$450

*Denotes fixed seating

Event requests must be recieved **at least 45 days** before the requested event. Submit requests using the following form: [UCF Downtown Event Request Form](#). Please allow 8 to 10 business days for requests to be reviewed and processed.

- **All rates are subject to change.** A service fee of 18% will be added to the final charge.
- Requests will be reviewed and approved starting one month after the end of the academic year scheduling cycle (typically April).
 - Requests may be submitted early and we will communicate approval dates as soon as possible.
 - Invoices, contracts, and confirmations will only be valid for the semester in which the event occurs.
 - Friday - Sunday dates will be revieweed up to two years in advance. Weekend fees apply to all weekend events.
- Reservations cannot be accepted when campus is closed or during the dates listed below.
 - Blockout dates: Aug 10 - Sept 4; Oct 30; Dec 4 - 12; Jan 11 - 22; April 28 - May 8; June 1 - 11; June 16 & 18; July 14 & 20
 - Campus closed: New Year's Eve, New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Veterans Day, Labor Day, Thanksgiving Break, and Winter Holiday break.

Please email dtscheduling@ucf.edu with any questions about the rates or room reservation process.

Additional Fees

Additional fees may apply to your event based on the nature of your event (size, activities, attendees, etc). These fees include, but are not limited to:

- **Parking:** every guest planning to park in a UCF-owned garage must pay the parking fee. You may pre-pay for parking for your attendees. Information can be found here: [UCF Events Parking](#).
- **Weekend Fee:** Events that take place on Saturday or Sunday will be charged a weekend rate per day.
- **Housekeeping/Security:** housekeeping and security may apply based on the information listed below.

No discounts will be provided for additional fees. Please reach out to us if you have any questions or concerns.

Housekeeping Rates

Housekeeping rates will apply based on the matrix below. Rates are charged for the number of days of the event and there are no discounts available. UCF units may request housekeeping themselves or ask the Downtown Operations team to submit on their behalf. Housekeeping requests must be submitted at least 10 days in advance of your event.

Number of Attendees	Type of Food					
	<i>None</i>	<i>Snacks</i>	<i>Single meal</i>	<i>Two meals</i>	<i>Three or more meals</i>	<i>Weekend Events</i>
0 - 20	\$0	\$0	\$25	\$50	\$75	\$250
21 - 49	\$0	\$25	\$50	\$75	\$100	\$250
50 - 79	\$0	\$25	\$75	\$100	\$150	\$250
80 - 99	\$50	\$50	\$100	\$150	\$200	\$250
100+	\$75	\$50	\$150	\$200	\$250	\$250

Security Rates

Security rates may apply for events with high-risk activities (e.g. serving alcohol) and for any weekend event. Internal UCF events may opt-out of security costs depending on the size and scale of their event.

Weekday	Weekend
\$50/hr if applicable	\$250

Rental Policies

Space Access

- Access is restricted to the locations designated in the final invoice and contract. Unauthorized use of space can result in additional fees and loss of reservation privileges.
- Set-up and clean-up time must be included in the reservation request.
- If access is requested outside of normal operating hours, additional fees may apply.
- **UCF reserves the right to make adjustments to the room assigned based on the needs of the campus.** All changes will be communicated via email as soon as possible.

Fees and Payment

- Payments can be made via check or credit card. Payments must be received 7 days before the event start date. Late fees may be assessed for payments received after this point.
- 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. **Individuals do not qualify to act as sponsors for an event.**
- Additional fees may apply to your event (e.g., parking, security services, weekend fees, overtime hours, etc).
 - Events that take place on Saturday or Sunday will be charged a weekend rate per day.
 - No discounts will be provided for additional fees or the service fee.

Cancellations

- Cancellations must be submitted at least 14 days before the reservation date, or as soon as you know your event is no longer happening, whichever comes first.
- Events scheduled in a room with a capacity of 90 or more, or in a specialty room, must be cancelled at least 30 days before the event; otherwise a fee will be assessed.
- UCF reserves the right to cancel any event registration at UCF's discretion. Any funds collected will be returned if UCF elects to cancel the reservation.

Catering

- Organizations must indicate if food will be served at their event at least 20 days before the event start date. Additional fees may apply if not disclosed.
- To ensure all food service standards and insurance requirements are met, we must receive a copy of the food caterer's insurance, listing UCF as additionally insured.

Required Documents

- A signed contract must be received at least 15 days before the event start date.
- External organizations must provide a copy of their liability insurance, listing UCF as additionally insured, before the event begins.
- Events hosting minors must review the UCF [Youth Protection Program](#) policies and register if required. Additional liability insurance may be required.
- All events on campus that meet the definition of a potentially hazardous event, including those sponsored by staff, faculty, departments/offices, registered student organizations and outside organizations must complete the [SAFE Form](#).