

FEES AND PRICING

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All co-sponsored and external groups are expected to pay for and cover expenses related to the labor, services, and products associated with the delivery of their program that are assessed via specific service providers. These fees are typically charged at actual rates. This includes, but is not limited to, catering, media service fees, facilities fees, graphic service fees, etc.

In addition to the service provider fees, UECS is responsible for administering room rental, event planning service, lodging, and ancillary fees. All fees and pricing are the discretion of UECS based on an assessment of the overall event.

ROOM RENTAL FEES

Typically, room rental fees are not assessed to events or programs co-sponsored by a University department who is providing a University controlled account number to cover all expenses for the event. Events or programs sponsored by an organization that is external to the Brown community will be assessed room rental fees. Room rental fees vary based on the size and scope of a program, but are typically charged according to the following:

Room Type	Half Day Rate (less than 4 hours)	Full Day Rate (4 hours or greater)
Classrooms/Small Meeting Rooms (i.e. JWW 211, Smith B 101, Campus Center 225 etc.)	\$120 per room	\$200 per room
Large Lecture Halls (i.e. List 120, MacMillan 117, Salomon 001, etc.)	\$300 per room	\$500 per room
Large Meeting Rooms (i.e. Petteruti, Crystal, etc.)	\$300 per room	\$500 per room
Large Banquet/Event Halls (i.e. Salomon 101, Sayles, Multi-purpose, etc.)	\$720 per room	\$1,200 per room
Fields, Quads, etc. (i.e. Pembroke Field, Simmons Quad, etc.)	\$720 per field	\$1,200 per field

Other University Rentals

Groups who would like to use Athletic and/or Dining Service venues are subject to rental rates set by those respective departments.

EVENT PLANNING SERVICE FEE

UECS reserves the right to charge a 10% Event Planning Service fee. This includes, but is not limited to, room rental fees, catering, media services, facilities support or room rentals.

UNRELATED BUSINESS INCOME TAX (UBIT)

Organizations may be approved to rent space at Brown, but may be subject to UBIT, which is a 34% tax assessed to organizations that have no Brown participation and/or attendance and is totally unrelated to Brown's mission. UECS will work in conjunction with the Controller's Office to determine if groups will be assessed this additional tax at the point of an initial budget proposal.