

COOK UNION The R.C. Cook Union boasts 16,983 square feet of event and meeting space. This 50,000-square-foot complex features six meeting rooms, a grand pre-function area (lobby), game room, and Seymour's (Chick-fil-A and Subway).

Room (Capacity)	Sq. Ft.	Dimensions	Banquet	Classroom	Theater	1/2 Day** / Full Day**
A U-Shaped (24)	620	29'6" x 29'5"				Complimentary
В	3,000	73'10" x 39'3"	130	92	230	Complimentary
C Classroom (27)	575	24'9" x 19'3"				Complimentary
D Conference (14*)	620	29'6" x 29'5"				Complimentary
H Hollow Square (32*)	620	29'6" x 34'6"				Complimentary
G	1,800	49'3" x 34'6"	80	60	125	Complimentary
Lobby	~ 5,000	73'10" x 39'3"	130	92	230	
Game Room		38'2" x 71'4"				\$55 / \$105
Entire Facility	7,423 (Exclud	des Game Room)				\$175

COCHRAN CENTER The Thad Cochran Center offers 16,149 square feet of event and meeting space. This 272,000-square-foot center conveniently houses the Barnes and Noble Bookstore, Image Center, Post Office, dining options and

the Joe Paul Student Theater, a stadium-style 324 cinema and auditorium.

Room (Capacity)	Sq. Ft.	Dimensions	Banquet	Classroom	Theater	1/2 Day** / Full Day**
210	910	26' x 35'	50	36	70	Complimentary
214	826	29'6" x 28'	40	36	60	Complimentary
216 Barbara Ross Room	1,246	39' x 32'	90	56	120	Complimentary
218	1,930	56' x 39'	100	80	150	Complimentary
218 A	918	26' x 39'	40	36	60	Complimentary
218 B	918	30' x 39'	40	36	60	Complimentary
226 Exec. Boardroom (14*)	615	26'6" x 30'				Complimentary
227 Gold Leaf Room (14*)	542	31' x 18'				Complimentary
228 Classroom (24)	615	20'6" x 30'				Complimentary
229 U-Shaped (24)	558	31' x 18'				Complimentary
231 Polly Stout Dining (18)	558	31' x 17'6"	For	dining purposes only		Complimentary
Grand Ballroom	8,440	199'9"' x 126'3"	450	352	840	\$450/\$750
Ballroom I	2,813	66'7" x 41'1"	120	112	250	\$150/\$300
Ballroom II	2,813	66'7" x 41'1"	120	112	250	\$150/\$300
Ballroom III	2,813	66'7" x 41'1"	120	112	250	\$150/\$300
Pre-function Space	~5,000	Room rentals requ	ired for use of spac	e.		
Presidential Suite		Contact President'	s Office for reservat	tion inquiries.		
Joe Paul Student Theater	9,000				324	\$350/\$500
All Second Floor Rooms	7,709 (excludes Theater)					\$790/\$1070
Entire Facility	16,149 (excl	udes Theater)				\$2,075

TRENT LOTT CENTER This 53,000-square-foot building embodies Greek revival-style architecture, which contains elements symbolizing persistance and strength. The glass staircase encapsulated in the rotunda is the focal point of this magnificent structure. Events, Camps and Conferences manages first floor operations in the Trent Lott National Center, offering over 5,900 square feet of meeting space.

Room (Capacity)	Sq. Ft.	Dimensions	Banquet	Classroom	Theater	1/2 Day** / Full Day**
Quad Room (4 rooms)	3,904	80'8" x 56'	192	150	300	\$500 / \$600
Quad Combo (2 rooms)	1,952	80'8" x 28'	80	90	150	\$250 / \$300
Quad Individual Room	976	34'10" x 28'	40	45	72	\$125 / \$250
101 Classroom	995	29'8" x 33'4		40	80	\$75 / \$100
102 Classroom	1,013	34' x 33'4		40	80	\$90 / \$115
Classroom Combined	2,026	63'8" x 33'4		90	180	\$165 / \$215
Rotunda (reception -100)		55'11" diameter				\$300

Custodial fee applied to all events occuring after 1:30 p.m. and on weekends.

DANFORTH CHAPEL Danforth Chapel is located in the heart of campus and is used frequently for quiet meditation, religious services and weddings. It seats up to 70 guests.

Seats up to 70

\$25 key deposit

\$150 per semester/ 1 use per week

SOUTHERN STATION Southern Station is a covered stage located adjacent to Spirit Park which hosts musical and dance performances, speaking engagements, pre-game parties, and more. It features more than 1,250 square feet of event space behind the stage, overlooking M.M. Roberts Stadium.

34'x24' Stage

^{*} Indicates chairs seated at table. Additional chairs may be added to the perimeter.
** 1/2 day = 4 hours or less. Full day = More than 4 hours.
Capacities listed above indicate maximum attendance

MOST FREQUENTLY REQUESTED EQUIPMENT

AUDIOVISUAL EQUIPMENT

Basic A/V (Includes projector, screen and microphone)	Complimentary	
Projection Screen	Complimentary	
Additional LCD Projector	\$35	
Hand/Corded Microphone with Lecter	m \$10	
Hand/Wireless Microphone with Lecte	rn \$12	
Wireless Lavaliere Microphone		
Portable Sound System		

MISCELLANEOUS ITEMS

Piano (Upright)	\$50
Grand Piano (Only available in ballrooms)	\$100
Crowd-Control Stanchions	\$5 each
Stage* (4-ft. x 8-ft. sections/inside use only)	\$5 each
Dance Floor [*] (2-ft. x 12-ft. and 30-ft. x 30-ft. available)	\$50-\$300

MEETING SUPPLIES/SERVICES

Flipchart Easel with Pad and Marke	ers \$10
Dry-Erase Board with Markers	Complimentary
A-Frame Easel	Complimentary
Wireless Presentation Remote	Complimentary
Skirted Table	Complimentary
Extension Cord	Complimentary
Lecterns (Standing or Tabletop)	Complimentary
Backdrop (Per 8-10 ft section)	\$30
Wireless Access	Complimentary

*Price determined by size requested.

All prices are inclusive per day. All prices are subject to change. Damaged or lost equipment will result in a replacement or repair charge. Basic A/V package is complimentary in rooms that are also complimentary. For roomswhere fees are assessed, basic A/V is not included and subject to the fees above.

MISCELLANEOUS FEES

All events are subject to the following fees:

OVERTIME FEE: If an event requires the facility to operate outside of normal facility hours, a fee of \$100 per hour will be charged, which includes the setup and tear down times required.

CANCELLATION/NO-SHOW FEE: A flat fee of \$35 will be charged if a cancellation of a reservation is not received at least two business days in advance. Ballrooms and the Trent Lott National Center require one month cancellation notice or a flat fee of \$100 will be assessed.

CHANGEOVER FEE: Any change-over or rearrangement of a standard set room or changes to a setup during an event will require a \$35 minimum fee per room.

CUSTODIAL FEE: This \$50 fee applies to all food events up to and every subsequent increment of 100 attendees. A fee is also charged to any event leaving excessive carpet stains, garbage, etc. Mylar balloons, confetti and glitter are expressly prohibited and use of them will result in additional fees. Events taking place in the Trent Lott National Center, Monday – Friday, after 1:30 p.m. and on weekends, are assessed a minimum \$60 fee.

HOLIDAY FEE: Clients requesting to schedule events during University holidays and building closures (intersession periods) will be charged an overtime fee. The fee will be a 4-hour minimum, \$400 and an hourly rate, \$100 for each additional hour in conjunction with any other room and equipment fees.

RUSH FEE: A \$50 fee may be charged to an organization submitting a request or making changes to an event less than three business days prior to the event. Changes include setup, adding rooms, equipment, etc. All late requests must also be approved by the Union Department.

For additional policies and information, visit usm.edu/union or call 601.266.4399