

FACILITIES FEES

(Discount Listing for Non-Profit Organizations)

Facilities Fees for University of Maine at Presque Isle
Effective March 27, 2023

Campus Center rental spaces at UMPI

Room/Area	Max Capacity (Chairs Only)	Max Capacity (Tables & Chairs)	Less than 5 Hours	Per Day	Please note:
St. John Room	80	45	\$140 (\$110)	\$200 (\$170)	Tech Support Info Below
Aroostook Room	100	60	\$140 (\$110)	\$200 (\$170)	Tech Support Info Below
Allagash Room	100	60	\$140 (\$110)	\$200 (\$170)	Tech Support Info Below
Multi-Purpose Room	300	220	Not Available	\$500 (\$400)	Tech Support Info Below
Alumni Room	Set as is	16	\$140 (\$110)	\$200 (\$160)	Tech Support Info Below
Top of the Stairs Space	6	3	Not available	\$25	Limited Rental No IT available
Base Wedding Price In Grand Ballroom (MPR)	250	175	Not available	\$1000	Includes prior/post wedding set up time

Additional rental spaces available at UMPI

Room/Area	Max Capacity (Chairs Only)	Max Capacity (Tables & Chairs)	Less than 5 Hours	Per Day	Please note:
Kelley Commons	235		\$275 (\$225)	\$450 (\$350)	Limited Rental
The Gauvin Family Center for Cultural Arts (Auditorium)	350		\$275 (\$225)	\$500 (\$390)	Limited Availability Advanced Tech Support Required
Wieden Gym	600-1200		\$275 (\$225)	\$500 (\$380)	Limited Availability, Floor Covering: \$25pp/per hour Additional Fees for Tables & Chairs
Locker Rooms			\$75 (\$50)	\$90 (\$75)	
MMG Center		25	\$150 (\$125)	\$200 (\$175)	Tech Support Info Below
Classrooms	10-36		\$40 (\$30)	\$60 (\$50)	Tech Support Info Below
Dorm Rooms	2-3ppl			\$25 per person based on double occupancy	Limited Availability and Additional Fees May Apply

Dorms: Larger groups using a majority of any floor. \$35.00 per day for cleaning two bathrooms per floor \$30.00 to use the laundry machines in the building during your stay if required.

Seating in all rooms varies depending on desired set-up.

- *Food & Beverages: There is a 15% Service Fee on all catering orders as well as an 8% Food Tax. There is a 9% Lodging Tax.*
- *Groups that require the use of the MPR to decorate the day before will be charged a \$150 cleaning fee.*
- *Staging required: \$100.*
- *Grand Piano Rental: \$75*
- *Flip Charts with easel pads: \$15 each.*
- *Outdoor directional or parking signs: \$15 per sign.*

ITS Business Days/Hours 7am - 3pm, Monday - Friday

- *Level 1: Included in the room fee Regular Business Hours Support Basic IT set up including computer connection, wifi, projector/sound abilities*
- *Level 2: \$25/pp per hour (2 hour minimum) Regular Business Hours Support IT set up including computer connection, wifi, projector/sound abilities and basic web conferencing set up (ex. Zoom)*
- *Level 3: \$35/pp per hour (4 hour minimum) Outside Regular Business Hours Support IT set up including computer connection, wifi, projector/sound abilities and basic web conferencing set up (ex. Zoom)*
- *Level 4 \$50/pp per hour (Full event support, 4 hour min) Regular or Outside Regular Business Hours Support IT set up including computer connection, wifi, projector/sound abilities and web conferencing set up (ex. Zoom). On site technician for assistance during entire event.*

Campus organizations and/or departments sponsoring off-campus (must be non-profit) organizations to utilize campus facilities will be charged a fee negotiated based on the proceeds for the event and minimally \$2 per person to defer heat and staffing costs.

Non-profit organizations will receive a discount on the approved facility fee listed above. The discount is ONLY applied to facility fees and not to staff fees.

Audio Visual Equipment available in the building is included in the facility usage fee unless noted otherwise. Any additional video and audio equipment brought to the building from Media Services or IT will be priced per item requested.

Food catering must be arranged through Conferences with the campus food service for accounting purposes.

If an event is booked on a legal, regular, or family holiday (which begins at 5PM the evening before) the client will be charged \$40 per hour per staff person with a minimum of 3 hours. for staffing of the facility. Holidays include New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Patriot's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples' Day, Veterans Day Thanksgiving Day, the day after Thanksgiving, and Christmas Day

Revised: 03/27/23