



Conference & Event Services
a department of University Affairs, Ceremonies, and Events
4314 Sixth Avenue, Seaside, CA 93955
(831) 582-4001 - Main Number
specialevents@csumb.edu

Facility Rental and Service Fees

Monday through Friday 8:30 AM - 5:30 PM
Additional Staffing Charges after hours and on weekends, by prior arrangement

University Center (UC)

- Auditorium \$ 250.00 per hour
 - Capacity: 600 \$1,500.00 per day
 - Theater Style
 - Standard Set: 300
 - Private
 - No charge for mover setup and breakdown
 - 1 hour flat fee charge for up to two hours of client setup the day prior

- Living Room (UC) \$ 180.00 per hour
 - Capacity: 100 \$ 1,080.00 per day
 - Rounds of 10
 - Standard Set: 60
 - Private
 - No charge for mover setup and breakdown
 - 1 hour flat fee charge for up to two hours of client setup the day prior

- Salons 114-116 (UC) \$ 125.00 per hour
 - Capacity: 35 \$ 750.00 per day
 - Theater Style
 - Standard Set: 35
 - Private
 - No charge for mover setup and breakdown
 - 1 hour flat fee charge for up to two hours of client setup the day prior

- Patio (West, South, East) \$ 150.00 per hour
 - Capacity: 100 \$ 450.00 per day
 - Reception
 - Standard Set: 75

- Semi-Private
 - No charge for mover setup and breakdown
 - 1 hour flat fee charge for up to two hours of client setup the day prior

Redwood Hall/Building 12 (RH12)

- West Lounge (SC)
 - Capacity 96 \$ 100.00 per hour
 - Rounds of 8 \$ 600.00 per day
 - Standard Set: 48
 - Semi Private
 - No charge for mover setup and breakdown
 - 1 hour flat fee charge for up to two hours of client setup the day prior

- East Lounge (SC) \$ 80.00 per hour
 - Capacity 115 \$ 480.00 per day
 - Seminar Seating _ Theater
 - Standard set: 48
 - Semi Private
 - No charge for mover setup and breakdown
 - 1 hour flat fee charge for up to two hours of client setup the day prior

- Central Lounge (SC) \$ 60.00 per hour
 - Capacity 140 \$360.00 per day
 - Bistro Set
 - Standard Set: 105
 - Semi Private
 - No charge for mover setup and breakdown
 - 1 hour flat fee charge for up to two hours of client setup the day prior

Alumni & Visitors Center (AVC)

- Main Room \$ 180.00 per hour
 - Capacity: 80 \$1.080.00 per day
 - Rounds of 8
 - Standard Set: 80
 - Private
 - No charge for mover setup and breakdown
 - 1 hour flat fee charge for up to two hours of client setup the day prior

- Board Room \$ 125.00 per hour
 - Capacity: 30 \$ 750.00 per day
 - Board Room Style
 - 18 @ table + 12 around room
 - Private

- No charge for mover setup and breakdown
- 1 hour flat fee charge for up to two hours of client setup the day prior

- Patio (West) \$ 150.00 per hour
 - Capacity: 100 \$ 450.00 per day
 - Reception
 - Bistro
 - Semi Private
 - No charge for mover setup and breakdown
 - 1 hour flat fee charge for up to two hours of client setup the day prior

Meeting House \$ 150.00 per hour

No standard set \$ 450.00 per day

Classroom

- Computer Lab (Fixed Seating) \$ 75.00 per hour + supplies
(Capacity 20-60) \$ 450.00 all day rental + supplies
- Technology Enhanced Classroom \$ 75.00 per hour
(Capacity 18-40) \$ 450.00 all day rental
- Technology Enhanced Lecture Forums \$ 125.00 per hour
(Fixed seating for 50+) \$ 750 all day rental

Conference Rooms

- Standard Set \$ 75.00 per hour

Open Spaces (Main Quad) \$ 150.00 per hour

- Divarty Quad Plaza
- Student Center - Grassy Area
- Otter Express - Grassy Area
- Flag Pole - Grassy Area

- Dining Commons - Grassy Area
- Heron Hall - Grassy Area
- Sanderling 1 - Grassy Area
- Sanderling 2 - Grassy Area
- Manzanita Plaza - Grassy Area & Patio

Facility Services

- After Hours Setup \$400.00 (4 hour minimum)
\$ 50.00 per hour per worker
- After Hours Maintenance \$600.00 (4 hour minimum, 2 person minimum)
\$ 75.00 per hour per worker

(After Hours considered to be anything other than Monday through Friday 7:00 am to 3:30 pm)

Custodial Service:

A custodial fee is standard in the use of full support event spaces. The fee schedule can be found [here](#)

(After Hours considered to be anything other than Monday through Friday 7:00 am to 3:30 pm)

Parking Services:

- Daily Permit \$ 5.00 per vehicle
- Community Service Officers (CSO) \$20.50 per hour (2 hour minimum)
 - Additional per hour (up to 8 hours) \$20.50
 - Additional per hour (over 8 hours) \$30.75

Charges for staffing are incurred for before or after hours events (before 8AM or after 5PM Monday - Friday. Weekends require a four hour minimum)

Staffing:

- Event Professional \$ 65.00 per event professional per hour
- Audio Visual Technician \$ 65.00 per audio visual tech per hour

Additional per hour (up to 8 hours)	\$ 65.00
Additional per hour (over 8 hours)	\$ 97.50

Charges for staffing are incurred for before or after hours events (before 8AM or after 5PM Monday - Friday. Weekends require a four hour minimum)

On-Call Staff/Student Assistants:

- On-Call Staff/Student Assistant \$ 25.00 (2 hour minimum)

Additional per hour (up to 8 hours)	\$ 25.00
Additional per hour (over 8 hours)	\$ 37.50

Charges for staffing are incurred for before or after hours events (before 8AM or after 5PM Monday - Friday. Weekends require a four hour minimum)

Premium Pricing:

Is in effect for any holiday and holiday weekends included, but not limited to Labor Day, Veteran's Day, Thanksgiving holiday, Martin Luther King, Jr. holiday, Cesar Chavez holiday, Memorial Day, and 4th of July.

Technology:

Please click [here](#) to view the Audio Visual Pricing Sheet

All out-of-pocket costs (parking permits, catering, overtime staffing, etc.) are passed through to the client. An event management fee of 18% is to the total costs.