ALLEN CHAPMAN ACTIVITY CENTER

Seating Capacities & Room Rental Rates

Room	Rate	Theatre	Banquet	Classroom	Conference
Administrative Conference Room	$85.00	Pre-Set	NA	NA	16
Alcove	$95.00	51	32	16	20
Atrium (2nd Floor)	$100.00	50	56	16	18
Chouteau C (A & B Combined)	$200.00	98	64	38	36
Chouteau A	$95.00	49	32	16	16
Chouteau B	$95.00	49	32	16	16
Food Court	$200.00	NA	188	NA	NA
Gallery	$200.00	107	80	44	40
Great Hall C (A & B Combined)	$620.00	600	400	156	NA
Great Hall A	$395.00	375	224	112	40
Great Hall B	$250.00	126	104	40	40
Lobby (1st or 2nd Floor)	$200.00	NA	NA	NA	NA
Outdoor "U" Dietler Commons or "Outback"	$500.00	NA	NA	NA	NA
Outdoor South Patio (by Food Ct.)	$50.00	NA	Picnic Rounds	NA	NA
Twyman Plaza	$50.00	NA	Picnic Rounds	NA	NA

Event Management Salaries

Additional Student Manager	$8.00	3 Hr Min.	Per person/per hour fee
Attending Technician	TBD	3 HR Min.	$75.00 **minimum** fee for first three hours + *$20.00 each additional hour*
Custodial Overtime	$25.00		Per person/per hour fee
Security Officers	$20.00	4 Hr Min.	Per person/per hour fee

Equipment

Additional AV Equipment Rental	TBD	Piano Grand	$65.00
Compact Sound System Great Hall A/C	$35.00	Piano Upright	$45.00
Dry Erase Boards	$5.00	Podium with Microphone	NC
Lectern with Computer/DVD & Projector	$60.00	Portable Projector Cart (client's laptop)	$30.00
Lectern with Computer Great Hall A	$30.00	Projector (Installed) Great Hall A	$30.00
Flip Charts	$5.00	Portable Screen	NC
Overhead or Slide Projector	$20.00	Staging (per section)	$25.00
		TV/DVD	$20.00

Room rental fees are due ten (10) business days prior to the event date.
Room rates are per day and include a basic set-up (tables/chairs).

All food and beverages must be supplied by The University of Tulsa's Dining Services.
Call 918-631-2145 for menu prices and information.

A **Certificate of Insurance will be required** from all organizations, groups, etc**.** using the the Allen Chapman Activity Center. The certificate must cover general liability and property damage in the amount of $500,000.00 and must state *"The University of Tulsa is named* as an *additional insured"*. The certificate is due ten (10) busines days prior to your event date.

For more information or to schedule an event call: 918-631-2251

March 2, 2012

Allen Chapman Activity Center reserves the right to amend this information/rates without notice.