

Professional Development Institute

Facility Rental
****Special Pricing****

	General	up to	Discounted*	Capacity
Room 130	\$ 300.00 \$ 150.00	8 hours 4 hours	\$50 off each room rental when renting for 10 or more days	32
Room 140	\$ 300.00 \$ 150.00	8 hours 4 hours		32
Rooms 130 & 140	\$ 500.00 \$ 250.00	8 hours 4 hours		64
PC Lab Setup	\$ 350.00 \$ 200.00	8 hours 4 hours		12
Conference Room	\$ 250.00 \$ 150.00 \$ 75.00	8 hours 4 hours 2 hours		20
Add Video Conference to Room 130 or Conference Room (per hour, does not include long distance charges)	\$ 50.00 \$ 100.00 \$ 60.00	Equipment Internet Set-up	** ** One-time fee per event	N/A

Coffee & Water are provided with all room rentals

Additional charges for catering services

Lunch	\$ 15.00 per person
Breakfast	\$ 5.00 per person
Snacks	\$ 3.00 per person

Examples

- Box lunches, deli trays, hot buffet style, etc.
- Danish, muffins, bagels, cream cheese, fruit
- Chips, cookies, granola bars, crackers, drinks

Cancellation Policy	
Amount	Days Notice
no charge	10 or more days
50% of rental fee	less than 10 days
100% of rental fee	less than 5 days

UC Faculty Club	556-4156
Bruegger's	313-1552
Buskens	791-6736
Panera	793-1323
Vonderhaars	554-1969