



## Rockhurst University Conference Rates 2008-2009

### Residence Hall Room Accommodations

- Residence hall room assignments will be by gender unless a married couple.
- Residence hall floors or wings will be separated by gender.
- Restrooms are communal and located in the center of the floor.
- Groups must have a final registration list on file 1 week prior to the event.
- Linens are provided upon request for \$7.00 per person per day with a minimum of 3 days for residence hall accommodations. Linens must be requested 4 weeks prior to the groups arrival at Rockhurst.
- All prices are per person per night

<b>Single Room</b>	\$35.00
<b>Double Room</b>	\$30.00

### Townhouse Accommodations

- Townhouses will not be assigned to youth groups.
- Townhouses will be assigned by gender unless a married couple.
- Townhouses are booked by unit, **not per person**
- Groups must have a final registration list on file 1 week prior to the event.
- Linens are provided upon request for \$7.00 per person per day with a minimum of 3 days for residence hall accommodations. Linens must be requested 4 weeks prior to the groups arrival at Rockhurst.

<b>4 person</b>	\$180.00
<b>6 person</b>	\$270.00

### Keys

- Participants must check-in at the building's front desk to get their room key and swipe access card
- The charge for lost individual room keys is \$100.00 per key; access cards are \$15.00 per card.
- Any guest who does not checkout at the building's front desk will be billed for a lost key and access card.
- Keys and cards cannot be mailed back to the University.
- Master keys will **not** be distributed to Participants or Chaperones



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### Facility Needs

- All Facility needs must be requested through the Office of Conference Services.
- A minimum of a 4-hour rental is required.
- Our Catering Service, Sodexo Food Services, must cater all meals on campus.

Room	Capacity	Rental Fee (4 hours minimum)	Dimensions	Notes
<b>Classrooms- regular</b>	15-20	\$115 – 4 hours \$175 – Daily Rate	Depends on space	Limited availability
<b>Classrooms – multimedia</b>	20-50	\$175 – 4 hours \$250 – Daily Rate	Depends on space	Limited availability – extra charge for computer services if necessary
<b>Computer labs</b>	10-20	\$250 – 4 hours \$375 – Daily Rate		Limited availability- extra charge for software setup and support
<b>Conway 103</b>	72	\$250 – 4 hours \$375 – Daily Rate		Tiered classroom seating. Multimedia classroom.
<b>Convocation Center</b>	1200 theater style	\$500 – 4 hours \$750 – Daily Rate	240' x 84'	Break times only – may need to rent chairs, stage, sound system, etc.
<b>Fieldhouse</b>	1500 stadium,; 2500 with seating on floor	\$500 – 4hours \$750 – Daily Rate		Non- air conditioned, break times only, may need to add rental chairs, stage, sound system
<b>Student Activities Hall</b>	70 at round tables; 150 theater style	\$250 – 4 hours \$375 – Daily Rate		Limited availability, room can be set to specific group needs.
<b>Finucane Jesuit Center</b>	65 at round tables	\$250 – 4 hours \$375 – Daily Rate		Limited availability, seating is at round tables located throughout, must request A/V separately
<b>Mabee Theater- Sedgwick Hall</b>	320	\$500 – 4 hours \$750 – Daily Rate		Limited availability, has flip up arm pads, we determine if technicians and how many are needed - \$20 for first hour \$15 each additional hour



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<b>Massman 241- Regents Room</b>	8 at table, 50 for reception	\$115 – 4 hours \$175 – Daily Rate	22' x 17'	Carpeted, dining table for 8, sofa discussion area. Multimedia room
<b>Massman 247- President's dining room</b>	14	\$115 – 4 hours \$175 – Daily Rate	22' x 17'	Carpeted, boardroom style table with 14 padded chairs. Meals take priority. President's Office has first priority on room. Room is scheduled tentatively.
<b>Massman 248</b>	26	\$150 – 4 hours \$250 – Daily Rate	22' x 35'	Carpeted, boardroom style tables with 26 chairs. Multimedia room.
<b>Massman 249</b>	20	\$140 – 4 hours \$215 – Daily Rate	22' x 25'	Carpeted, boardroom style table with 20 chairs. Multimedia room
<b>Massman 250</b>	70 seminar style or seated meal; 150 theater style	\$250 – 4 hours \$375 – Daily Rate	49' x 30'	Carpeted, balcony, room can be set to specific group needs. Multimedia room.
<b>Massman Gallery</b>	Seating for 110 normally – can seat up to 150	\$300 – 4 hours \$450 – Daily Rate		Receptions (not weddings or reunions), meals – weekends or student break times only
<b>Massman Thomas More dining room</b>	Seating for 110 normally – can seat up to 280	\$300 – 4 hours \$450 – Daily Rate		Meals only – student break times only
<b>Massman Rock room</b>	Seating for 300 reception; 200 seated meal	\$300 – 4 hours \$450 – Daily Rate	97' x 70.10' wed end 97' x 52.1'	Receptions (not weddings), meals – weekends or student break times only
<b>Science Center Lecture Room 115</b>	165	\$300 – 4 hours \$450 – Daily Rate		Limited availability; multimedia classroom.
<b>Science Center 125</b>	50	\$200 – 4 hours \$300 – Daily Rate		Limited availability, multimedia classroom
<b>Science Center Lecture Room 315</b>	94	\$250 – 4 hours \$375 – Daily Rate		Limited availability; multimedia classroom
<b>Turf Soccer Field</b>	N/A	\$3 per person per day. \$100 per day minimum charge		



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## Audio Visual Needs

- All audiovisual needs must be requested through the Office of Conference Services at least 2 weeks prior to the event.
- Audiovisual prices are per day.

### **Computer/Data Presentation**

➤ Multimedia Cart- includes PC with Windows 2000, MS Office, monitor, LCD Projector, audio, and 60" x60" projection screen	\$300.00
➤ 96" x 12" screen, add	\$20.00
➤ 9' x12' screen, add	\$40.00
➤ Document camera, add	\$20.00

### **Video**

➤ TV/VCR cart (VHS, 26" or 27" TV)	\$50.00
➤ Additional TV connected	\$20.00
➤ VHS camcorder w/tripod	\$100.00
➤ Overhead Projector	\$20.00
➤ LCD Projector and VCR only	\$235.00
➤ LCD Projector only	\$200.00
➤ VHS VCR	\$35.00
➤ 35mm Slide Projector	\$20.00
➤ 16mm film projector	\$30.00

### **Audio**

➤ Large PA system	Quoted upon request
➤ Small PA system, up to 4 wired microphones	\$75.00
➤ Handheld microphone w/stand, wired	\$15.00
➤ Wireless handheld microphone, withstand	\$50.00
➤ Wireless lavalier microphone	\$50.00
➤ Cassette/CD player combo, stereo	\$35.00
➤ Audiocassette recorder/player, mono	\$20.00
➤ External speakers (For LCD projector)	\$10.00

### **Screen**

➤ 60" x 60" tripod	\$15.00
➤ 96" x 96" tripod	\$25.00
➤ 9" x 12" (convention style screen)	\$45.00

### **Miscellaneous**

➤ Flip Chart Easel	\$10.00
➤ Flip Chart Pad (it's yours)	\$10.00



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### Catering Requests - 2009 Summer Meal Service Rates

- All food service needs must be requested through the catering office via Sara McNeely, Catering Director, at 816-501-4187.
- All conference planners should be in contact with the catering office at least one month prior to the event.

<b>Catering Prices – Summer 2009</b>	
	<b>PRICE</b>
<b>UNDER 50 PEOPLE</b>	
<i>All day rate</i>	\$22.75
Breakfast	\$5.75
Lunch	\$7.50
Dinner	\$9.50
<b>50-100 PEOPLE</b>	
<i>All Day Rate</i>	\$22.00
Breakfast	\$5.75
Lunch	\$7.00
Dinner	\$9.25
<b>100 PEOPLE PLUS</b>	
<i>All Day Rate</i>	\$21.25
Breakfast	\$5.75
Lunch	\$6.75
Dinner	\$8.75



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### DISCOUNT OPPORTUNITIES

- Non-profit status**
  - *25% off all facilities, A/V, and Housing charges (proof of status is required)*
  
- Extended stay (More than 21 days)**
  - *10% off all facilities, A/V, and housing charges*
  
- 50% or more of group in housing**
  - *15% off all facilities, A/V, and housing charges*
  
- Rockhurst University Department Program (Internal Groups only)**
  - *All facilities and A/V equipment is free*
  - *Housing charges will be the non-profit rate*
  - *Linens must be paid for by the group*
  - *Any direct charges are the responsibility of the Department*
  - *A department program is one that is organized, staffed, and executed by a department on Rockhurst University's campus. Outside organizations that are sponsored on campus by a department, do not qualify as a department program. This must be approved by the dean of the school, or a University Vice-President*
  - *Proof of Liability Insurance needs to be provided for Departmental Sponsored Programs*