

Schedule C - Brescia University Rental Rate Sheet

Effective 01-01-2023

Building	Room/Area	Rental Period	Capacity	Setup Included	Room Rate	Non-profit Room Rate	Available equipment (extra \$)**			
							Sound System	Projector + Screen only	Projector + Screen + computer	Camera
Moore Center	Moore Program Room	4 hours	50	Tables, Chairs	\$ 100	\$ 85	no	yes	yes	no
Moore Center	O'Bryan's Dining Hall	4 hours		Tables, Chairs	\$ 300	\$ 255	yes	no	no	no
Moore Center	Atrium	4 hours		None	\$ 250	\$ 213	no	no	no	no
Moore Center	Gymnasium (athletics)	4 hours	1,024	None	\$ 1,000	\$ 850	yes	no	no	no
Moore Center	Gymnasium with floor covering	4 hours	1,024	Floor Covering	\$ 1,800	\$ 1,530	yes	no	no	no
Campus	Quad	4 hours		None	\$ 500	\$ 425	no	no	no	no
Science	Waitman Taylor Lecture Hall	4 hours	378	None	\$ 500	\$ 425	yes	yes	yes	no
Science	Classroom	4 hours	varies	None	\$ 100	\$ 85	no	varies	varies	no
Chapel/Merici	Immaculate Heart of Mary Chapel***	4 hours	170	None	\$ 300	\$ 255	no	no	no	no
Field Center	Computer Labs	not available								
Field Center	Classrooms	4 hours	varies	None	\$ 200	\$ 170	no	yes	yes	yes
Field Center	Duffy Hall	4 hours		None	\$ 500	\$ 425	yes	yes	yes	no
Field Center	Board Room	2 hours		None	\$ 300	\$ 255	no	yes	yes	yes
Field Center	Seminar Room	4 hours		None	\$ 120	\$ 102	no	yes	no	no
Field Center	Lobby	4 hours		None	\$ 350	\$ 298	no	no	no	no

**EQUIPMENT RENTAL		
Description	Rental Period	Amount
Equipment damage deposit per room (required)		\$ 100
Sound System	4 hours	\$ 75
Projector + Screen only	4 hours	\$ 50
Projector+Screen+Computer+Camera (if available)	4 hours	\$ 150
Any Equipment Rental requires IT Support - minimum 4 hours		
IT Support (required)	4 hours	\$ 120

All room rentals require \$200 deposit, a completed/signed application, and payment of total charges two weeks before rental date.

Rates reflect minimum fixed charge for any rental from 0-4 hours only.

Charges for shorter rental period will not be pro-rated or reduced.

Longer rental periods must be requested in advance and will result in additional hourly charges.

For longer rental periods, housekeeping fees apply. Housekeeping fee is \$25 per hour for entire rental period.

Early access may be allowed for setup, if available, prior to rental period - add \$50 for each one hour block.

Late access may be allowed for cleanup, if available, after rental period - add \$50 for each one hour block.

Charge for additional setup to be determined based upon request.

ALL charges, including room rental, equipment rental, housekeeping and IT support, are subject to 6% Kentucky sales tax.

Caterers must be pre-approved by Brescia.

Brescia reserves the right to reject any application at its sole discretion for any reason.

Contact Ellen Aud at 270-686-4332 or ellen.aud@brescia.edu for all rentals except Chapel

*** - Contact Sr. Pam Mueller at 270-686-4319 or pam.mueller@brescia.edu for Chapel Usage Policy and rental availability