

American Heritage Center

AHC - Public Use Areas Rental	FY 2010	Chart Field
<p>Booking Fee (charged per room, per event, non-refundable)</p> <p>AHC penalty charges - (Imposed if room is left in an order different from the order and cleanliness that existed upon arrival) – applicable to all user classifications.</p> <p>Custodial Services (charged when rooms will need to be ready for a next-day usage and an after-hours custodial staff is required for the cleanup, primarily necessary when food has been served or after a Friday event, when a Saturday event is scheduled the next day)</p> <p>Security (Regardless of ostensible event times, security charges will be incurred if guests, sponsors, and or catering need to enter the building before 8:00 am or if guests, sponsors, and or catering have not completely exited the building by 5pm).</p> <p>UW Movers (**charged for special event setups)</p>	<p>\$25.00 (for UW Campus Groups)</p> <p>\$50.00 (for outside groups)</p> <p>\$250.00</p> <p>Cost + \$25.00 Admin fee</p> <p>Cost + \$25.00 Admin fee</p> <p>Cost + \$25.00 Admin fee</p>	<p>1700-13482</p>
<p>NOTE: The AHC reserves the right to refuse room use to individual and or groups that do not abide by the public use rules.</p>		
<p>Rooms available for public use include: Sheep Industry Room (meeting room with conference tables. Permanent room arrangement includes a capacity of 24 around the conference tables with extra chairs around the perimeter of the room. A permanent projector screen is also located here.) Mary Storer Loggia (open reception area with a capacity of 199 standing.) Wyoming Stock Growers’ Room (one half of the room is set up in classroom arrangement with a capacity for 24. The other half is set up in audience rows with a capacity for 50. The room includes a podium with a microphone, projector screen, and wireless & data hookups). George A. Rentschler Room (meeting room with a large permanent conference table with a capacity of 12. Extra chairs are around the perimeter of the room. The room also includes a telephone and wireless hookups). Centennial Complex Lobby (set up with permanent exhibits, couches, chairs. Capacity 150 standing). Centennial Complex Meeting Room/Restaurant (This room arrangement has 8 round tables with 8 chairs each for a seating capacity of 64, and two 8-foot tables often used by catering. The room also has a data hookup, a podium with a microphone (when it is not in use for another event), and a portable projection screen (when it is not in use for another event) are available. A rack of chairs is available upon request to increase the seating capacity to 80 (10 chairs per table) which is the fire code capacity for this room.)</p> <p>**NOTE: AHC can provide a podium with microphone (if not already scheduled), but no other audio-visual equipment except as specified above. Additional AV needs must be arranged with UW Information Technology or outside vendors.**Note: Public use rooms are not available for wedding receptions, family gatherings, or private parties.</p>		
<p>Classification I – Fees listed above</p>		
<p>UW departments, organizations, recognized student clubs, faculty or staff work-related activities and non-profit organizations and Wyoming state agencies sponsored by a recognized student organization or university department.</p>		
<p>Classification II – Fees listed above</p>		

UW departments, organizations, recognized student clubs, faculty or staff work-related co-sponsoring events with commercial entities, non-profit organizations and Wyoming state agencies not primarily involving students, faculty and staff, and regional or national student or departmental educational conferences.

Classification III—Off-campus or commercial groups		
Booking Fee (charged per room, per event, non-refundable)	\$50.00	1700-13482
Room Rental Fee – During regular business hour (as specified above) per room, per event	\$100.00/full day \$70.00/half day or less	
Custodial Services, Security, and UW Movers (if applicable, please see above)	Actual Cost + \$25.00 Admin fee	