



Facility Use Daily Fee Schedule 2022-2023

The Central Scheduling Office is the main contact for groups to reserve rooms in the Muenster University Center (MUC) and various campus locations. The Muenster University Center (MUC) is the student union of The University of South Dakota. This building will serve many functions, with a primary focus to serve the USD student body through student meetings, events, social gatherings, and dining. As such, Tier 1 organizations will receive priority for reserving spaces on campus and can schedule events through 25Live.

Tier 2 and Tier 3 groups looking to schedule a room can contact the Central Scheduling Office at scheduling@usd.edu or (605)-658-3554. Events will be confirmed on a first-come, first-serve basis.

Individuals and groups wishing to reserve a room within the MUC, must reference the table listed below and their associated tier. If applicable, a deposit of 50%, paid by check or cash, is due upon reserving a space. Spaces must be paid in full before access is granted. If parties are found responsible for damages to the building, equipment, or furnishings they will be assessed the amount to repair the item to its original state.

- **Tier 1:** Any recognized Student Organization or any USD department, academic or administration. Any student or staff member reserving the space for academic or USD related activities.
 - Examples: student organization events, Music department music concert, Student Government Association meetings.
- **Tier 2:** An event that is sponsored by a USD department or recognized student organization that involves more than 50% non-USD participants or partnerships.
 - Examples: Association of College Unions International Regional Meeting, Greek Student Leaders Area Conference, USD Women's Conference
- **Tier 3:** A for-profit or nonprofit group not associated with the University or an individual wishing to reserve a space for private use or a USD affiliate reserving the space for private use.
 - Example: Weddings, anniversary parties, conferences or public meetings not associated with a university department

Facility Fees

(All fees are subject to change)

Muenster University Center Rates

Building	Room	Max Room Capacity*	Tier 1	Tier 2	Tier 3
Muenster University Center	Tabling - MUC Walkway	n/a	No user fee	No user fee	\$50.00 Per day
Muenster University Center	138 – MUC Hoy Faculty Dining	28	No user fee	\$46.00	\$90.00
Muenster University Center	141-MUC Pit Lounge	100	No user fee	n/a	n/a
Muenster University Center	216/216A - Meeting Rooms	90	No user fee	\$112.00	\$222.00
Muenster University Center	211, 211A - Meeting Rooms	48	No user fee	\$56.00	\$112.00
Muenster University Center	212-Doyle Board Room	20	No user fee	\$66.00	\$134.00
Muenster University Center	225ABC-Full Ballroom	400	No user fee	\$559.00	\$1116.00
Muenster University Center	225AB or 225BC -2/3 of Ballroom	250	No user fee	\$389.00	\$778.00
Muenster University Center	225A, B, or C -1/3 of Ballroom	80	No user fee	\$194.00	\$389.00
Muenster University Center	227-East Lounge	50	No user fee	\$56.00	\$112.00

Miscellaneous Conference/Event Room Rates

Building	Room	Max Room Capacity*	Tier 1	Tier 2	Tier 3
Danforth Chapel	Full chapel and bathrooms	75	No user fee	\$29.00	\$56.00
Old Main Building	Farber Hall Auditorium	190	No user fee	\$112.00	\$222.00
Old Main Building	118-Old Main Conference Room	14	No user fee	\$54.00	\$107.00
AalFs Auditorium	139-AalFs Auditorium	1171	No user fee	\$559.00	\$1116.00
Slagle Building	104-Slagle Hall Conference Rm.	10	No user fee	\$54.00	\$107.00
USD East Lawn	East Lawn-(East of Slagle Bldg.)	0	No user fee	\$56.00	\$112.00
Center Lawn-Shakespeare Gardens	Old Main Quad	0	No user fee	\$54.00	\$107.00
Classrooms	Contact classrooms@usd.edu				
USD Dakota Dome & Arena	Contact Athletics 605-677-8840				
Fine Arts Main Gallery	Contact Fine Arts 605-658-3485				
USD Outdoor Spaces	Contact Facilities Management at fmwrkctr@usd.edu or (605)-658-6100				
Al Neuharth Freedom Forum	Contact Al Neuharth at samantha.nelson@usd.edu or (605) 677-5847				

*Please be advised that requested room layouts will affect max room capacity fire code. (i.e., Theatre style seating, rounds, stage, etc.). Some spaces will not have the option for unique room layouts (MUC 212, 211, 211A, and 216/216A).

Miscellaneous User Fees

(All fees are subject to change)

Event No Show	Any Space	15% of total	15% of total	15% of total
Cancellation w/less than 48 hours' notice	Any Space	No User Fee	15% of Total Charge	15% of Total Charge
50% Deposit due upon reservation	Any Space	No User Fee	50%	50%
Early Late Opening-Personnel Rates (per Hour)	Any Space	\$26.00	\$26.00	\$26.00
AV/IT set-up, break down, & monitoring	Any Space	Labor Cost	Labor Cost	Labor Cost
Setup the day prior to event (as available)	Any Space	50% of the room fee	50% of the room fee	50% of the room fee
Late Room request changes (includes setups – must be sent to Central Scheduling 7 days prior)	Any Space	Labor Cost	Labor Cost	Labor Cost
Additional Custodial Staff (as available)	Any Space	Custodial Rate (\$32.71/hour)	Custodial Rate (\$32.71/hour)	Custodial Rate (\$32.71/hour)
Additional Staging or Tables (More than is available in the MUC)	Any Space	FM Grounds Rate – \$35.26/hour	FM Grounds Rate – \$35.26/hour	FM Grounds Rate – \$35.26/hour
Late Payment Charge	Any Space	10% total unpaid charge every additional 30 days	10% total unpaid charge every additional 30 days	10% total unpaid charge every additional 30 days
Attendance Reader for Events (must have a valid USD ID)	Any Space	Contact Coyote Card Office for pricing	Contact Coyote Card Office for pricing	Contact Coyote Card Office for pricing
Pop Up Tent Rental	Any Space	No User Fee	\$105.00	\$105.00
Inflatable Screen Rental	Any Space	No User Fee	\$110.00	\$110.00
Pop-Up Tent Repair and Replacement	Any Space	Actual Cost	Actual Cost	Actual Cost
Inflatable Screen Repair and Replacement	Any Space	Actual Cost	Actual Cost	Actual Cost
Alafs Auditorium House Management	Alafs Auditorium	\$29.00	\$29.00	\$29.00
Charlie Coyote Appearance	Any Space	\$50/hour + mileage costs	\$50/hour + mileage costs	\$50/hour + mileage costs

USD Facility Use Fee Schedule

Last Updated: 4/29/2022