

College of ACES Library, Information & Alumni Center

Conference Room Fee Schedule – ACES Functions & U of I Student Groups

Description	Heritage Rm #107	Monsanto Studio	Morgan-Caterpillar Rm #130	Sims Rm #109	Spitze Rm #105	Conference Room #104
Room usage	no charge	no charge	no charge	no charge	no charge	no charge
After 5 p.m. & weekends	\$15/hour	\$15/hour	\$15/hour	\$15/hour	\$15/hour	\$15/hour
Coffee, hot tea or water	\$1.25/person	n/a	\$1.25/person	\$1.25/person	\$1.25/person	\$1.25/person
LCD projector	\$25	n/a	n/a	\$25	\$25	\$25
Laptop	\$25	n/a	n/a	\$25	\$25	\$25
Speaker phone	\$25	n/a	n/a	\$25	\$25	\$25

Conference rooms availability: Monday – Friday 8 a.m. to 9 p.m. and Saturday & Sunday 8 a.m. to 5 p.m. Please contact the Special Events office at 217-244-1817 or kyeazel@illinois.edu to schedule an event outside of regular hours.

Conference rooms must be reserved at least three (3) business days in advance of the meeting date. Late reservations will be approved only as room availability and staffing permits.

To reserve parking, please contact U of I Parking Department at 333-3530 or parking.illinois.edu.

Please notify the Special Events office at 217-244-1817 or kyeazel@illinois.edu at least 48 hours prior to scheduled start time to cancel an event.

Effective Date: 8-1-2015

College of ACES Library, Information & Alumni Center Conference Room Fee Schedule – Non-ACES Functions

Description	Heritage Rm #107	Monsanto Studio	Morgan-Caterpillar Rm #130	Sims Rm #109	Spitze Rm #105	Conference Room #104
Room usage fee/hour	\$100	\$100	\$100	\$50	\$50	\$50
After 5 p.m. & weekends (additional to usage fee)	\$15/hour	\$15/hour	\$15/hour	\$15/hour	\$15/hour	\$15/hour
Coffee, hot tea or water	\$1.25/person	n/a	\$1.25/person	\$1.25/person	\$1.25/person	\$1.25/person
LCD projector	\$50	n/a	n/a	\$50	\$50	\$50
Laptop	\$50	n/a	n/a	\$50	\$50	\$50
Speaker phone	\$50	n/a	n/a	\$50	\$50	\$50

Conference rooms availability: Monday – Friday 8 a.m. to 9 p.m. and Saturday & Sunday 8 a.m. to 5 p.m. Please contact the Special Events office at 217-244-1817 or kyeazel@illinois.edu to schedule an event outside of regular hours.

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