

Room Rental Fees

The event spaces at the James West Alumni Center can be reserved in half-day (4 hours) or full-day (8 hours) time blocks. Reservations are not allowed to go past 10 p.m.

Room	Campus Groups (Half Day/Full Day)	Non-Campus Groups (Half Day/Full Day)
<u>Collins Conference Room</u>	\$600/\$900	\$800/\$1600
<u>Collins Conference Room and Patio</u>	850/\$1275	1150/2300
<u>Founders' Room</u>	\$400/\$600	\$600/\$800
<u>Founders' Room and Patio</u>	\$600/\$900	\$850/\$1300
<u>JWAC Galleria</u>	\$300/\$450	\$500/650
<u>Collins Conference Room Patio ONLY</u>	\$500/\$750	\$700/\$1000
<u>Founders' Room Patio ONLY</u>	\$400/\$600	\$500/\$750

Additional Fees

Staffing fee	\$35/hour/staff member	Reservations that take place outside of business hours (8 a.m. – 5 p.m.) will incur a staffing fee.
Facilities clean-up fee	\$200	Reservations that serve food and beverages will incur a facilities clean up fee.

Room Capacities

Our event spaces are not limited to the set-ups listed below. We will work with you individually to see what arrangement is best for your event and the space.

	Standing only	Cocktail Tables	Theater	Rounds
Collins Conference Room	250	230	230	150
Collins Patio	320	300	250	150
Founders' Room	150	130	120	56
Founders' Patio	200	180	100	90
Galleria	270	250	n/a	n/a