

Facility Use Fees

East Carolina Heart Institute

Non-ECU/PCMH participants

½ Day=any 4 hour period
Full Day=any 8 hour period

Conference Room-One room(A thru D)

Holds up to 20 people
½ day - \$150 Full Day - \$250

Conference Rooms-Two Rooms

Holds up to 40 people
½ Day-\$250 Full Day \$400

Conference Rooms-Half(A or B-D)

Holds up to 60 people
½ Day-\$400 Full Day-\$550

Conference Rooms (A-D) OR Auditorium

Weekly Event Fees (Mon-Fri)
½ Day - \$500 Full day- \$750

Weekend Event Fees (Sat or Sun)

½ day **\$1000** Full Day **\$2000**

Conference Rooms AND Auditorium

Weekly Event Fees (Mon-Fri)

Full Day only \$2000

Weekend Event

Full Day only \$2500

*Expenses are not included M-F 8am-5pm

**Non-profit groups will receive a 50% discount on the rental fee only

***\$250/hr for each additional hour

Expenses

Event Coordinator: \$50.00/hr

Housekeeping: \$38.00/hr

Campus Police: \$32.00/hr

A/V Support: \$50.00/hr

Weekly Event Fees (ECU/PCMH participants)

Monday-Friday (8AM-5PM)

**There is no charge for facility use fees for University Sponsored events

Evenings & Weekends

**University Sponsored events will only have to pay Housekeeping, Campus Police, A/V, and Event Coordinator fees

Important Notes:

Facility Use Fees **must** be invoiced and paid in advance before day of event

- 50% deposit due with event scheduling form
- Remaining 50% due 2 weeks prior to event date