

**UNIVERSITY OF SOUTH FLORIDA**

College of The Arts  
Events & Production Services

**USE FEE RATE SCHEDULE**

Revised July 1st, 2011

Definition of Service Levels

Facility Use Rate Schedule

Reference the USF Policy and Procedures Manual  
Use of University Space (all inclusive) Revised

**Definition of Service Levels**

**LEVEL 1:** The use of the facility for a **Load-in/Set-up/Closed Stage Rehearsal/Private Event**. Requires a minimum of 1 steward, 1 tech staff and 1 lobby staff. Additional staffing and services as required. May require special lighting, sound system, masking, special set, staging items, etc.

**LEVEL 2:** The use of the facility for a for an **Open Stage Rehearsal/Lecture/Private Event**. Requires a minimum of 1 steward, 1 tech staff and 2 lobby staff. Additional staffing and services as required. May require Special lighting, sound system, masking, special set, staging items, etc.

**LEVEL 3:** The Use of the facility for a **Performance/Conference** activity or **Private Event**. Requires additional lighting and other technical needs. May require special set and staging items. Requires a minimum of 1 steward, 1 tech staff and 2 lobby staff. Additional staffing and services as required. Level 3 begins 1/2 prior to show start and ends 1/2 after show ends.

Service Level status will be reviewed/designated by Events & Production Services, CoTA. User is responsible for providing Events & Production Services, CoTA a written statement detailing the use of the facility requested. Events & Production Services, CoTA reserves the right to modify Service Level status if facility use has changed from original provided statement.

**Facility Use Rate Schedule**

In addition to the Facility Use Rate, all users may be required to pay an equipment use fee and labor charges as determined by the level of use. These fees and charges are listed on page 2 of this document as well as other additional charges which may be incurred as part of an occupancy. Use Fee Rate Schedule charges for a USF-CoTA Affiliation Agreement will be indicated on the Location/Use Permit.

**TYPE: P – For-Profit User**

*NON-University Related Organization, Group, or Individual <sup>1</sup>*

Hourly rate (Daily max 14 hours & 4 hour minimum)	Barness Recital Hall				
	Faculty Studio	Classroom/ Rehearsal Space	Breakout Room-Conference Center Theatre 1/Concert Hall Lobby	Conference Center Theatre 2 (THR)	Concert Hall Theatre 1 (TAT)
Level 1:	7.50	15.00	30.00	45.00	60.00
Level 2:	---	---	60.00	90.00	120.00
Level 3:	---	---	120.00	180.00	240.00

**TYPE: N – Non-Profit Arts Organization <sup>2</sup>**

*NON-University Related Organization, Group, or Individual <sup>1</sup>*

Hourly rate (Daily max 14 hours & 4 hour minimum)	Barness Recital Hall				
	Faculty Studio	Classroom/ Rehearsal Space	Breakout Room-Conference Center Theatre 1/Concert Hall Lobby	Conference Center Theatre 2 (THR)	Concert Hall Theatre 1 (TAT)
Level 1:	6.00	12.00	24.00	36.00	48.00
Level 2:	---	---	48.00	72.00	96.00
Level 3:	---	---	72.00	108.00	144.00

**TYPE: G – Governmental Entity (Non-College of The Arts User) <sup>3</sup>**

*Governmental Entity, University Related Organization, Group, or Individual <sup>1</sup>*

Hourly rate (Daily max 14 hours & 4 hour minimum)	Barness Recital Hall				
	Faculty Studio	Classroom/ Rehearsal Space	Breakout Room-Conference Center Theatre 1/Concert Hall Lobby	Conference Center Theatre 2 (THR)	Concert Hall Theatre 1 (TAT)
Level 1:	---	7.50	9.00	16.50	25.50
Level 2:	---	---	16.50	33.00	49.50
Level 3:	---	---	25.50	49.50	75.00

**TYPE: C – College of The Arts User <sup>3</sup>**

*College of The Arts Related Organization, Group or Individual <sup>1</sup>*

No Hourly Rate	Barness Recital Hall				
	Faculty Studio	Classroom/ Rehearsal Space	Breakout Room-Conference Center Theatre 1/Concert Hall Lobby	Conference Center Theatre 2 (THR)	Concert Hall Theatre 1 (TAT)
All Levels	---	---	---	---	---

**Security/Damage Deposit**

In addition to the above use fees, a security/damage deposit may be collected equal to 1/10 (10%) of the total License Fee and estimated expenses rounded up to the nearest \$50.00 with a minimum of \$100.00.

<sup>1</sup>University persons, groups, or organizations desiring to use space for non-University events or activities are considered to be a Non-University user. Licensee agrees to pay the Liscensor sales tax of 7% of fees for space and services contracted unless Licensee provides university a State of Florida Department of Revenue - Consumer's Certificate of Exemption prior to the event date.

<sup>2</sup>Non-Profit status is determined by the Florida Division of Corporations. Proof of status is required. Licensee agrees to pay the Liscensor sales tax of 7% of fees for space and services contracted less Licensee provides university a State of Florida Department of Revenue - Consumer's Certificate of Exemption prior to the event date.

<sup>3</sup>Non-College status is determined by the budgetary unit that is ultimately responsible for the charges incurred.

**UNIVERSITY OF SOUTH FLORIDA**

College of The Arts  
Events & Production Services

**USE FEE RATE SCHEDULE**

Revised July 1st, 2011

Equipment Fees

Required Labor Charges

Reference the USF Policy and Procedures Manual

Use of University Space (all inclusive) Revised

copy at: <http://eps.arts.usf.edu>

**BASIC CHARGES**

In addition to the space use fees, the following fees may be assessed for events/performances. Equipment charges for a USF-CoTA Affiliation Agreement will be indicated on the Location/Use Permit.

**Equipment Charge (Per Use Charge) For Types P, N, & G**

Includes Conventional Lighting, House Speakers/Stage Monitors, 6 Headsets, CD/Computer Playback/Bounce, Legs, Borders, and Main

		Barness Recital Hall			
<b>Facility:</b>	<b>Faculty Studio</b>	<b>Classroom/ Rehearsal Space</b>	<b>Breakout Room-Conference Center Theatre 1/Concert Hall Lobby</b>	<b>Conference Center Theatre 2 (THR)</b>	<b>Concert Hall Theatre 1 (TAT)</b>
<b>Charge:</b>	25.00	50.00	75.00	150.00	250.00

**Equipment Charge (Daily Charge) For Types P, N, & G**

		Barness Recital Hall			
<b>Daily rate (Performance &amp; Tech Rehearsal days only)<sup>4</sup></b>	<b>Faculty Studio</b>	<b>Classroom/ Rehearsal Space</b>	<b>Breakout Room-Conference Center Theatre 1/Concert Hall Lobby</b>	<b>Conference Center Theatre 2 (THR)</b>	<b>Concert Hall Theatre 1 (TAT)</b>
<b>Charge:</b>	---	15.00	30.00	50.00	75.00

**Equipment Charge (Daily Charge) For Type C**

		Barness Recital Hall			
<b>Daily rate (Performance &amp; Tech Rehearsal days only)<sup>4</sup></b>	<b>Faculty Studio</b>	<b>Classroom/ Rehearsal Space</b>	<b>Breakout Room-Conference Center Theatre 1/Concert Hall Lobby</b>	<b>Conference Center Theatre 2 (THR)</b>	<b>Concert Hall Theatre 1 (TAT)</b>
<b>Charge:</b>	---	10.00	20.00	30.00	30.00

**Required Labor Charge-Per Hour (All Users except Type: C)**

		Barness Recital Hall			
<b>Facility:</b>	<b>Faculty Studio</b>	<b>Classroom/ Rehearsal Space</b>	<b>Breakout Room-Conference Center Theatre 1/Concert Hall Lobby</b>	<b>Conference Center Theatre 2 (THR)</b>	<b>Concert Hall Theatre 1 (TAT)</b>
<b>Level 1:</b>	26.00	26.00	66.50	66.50	66.50
<b>Level 2:</b>	---	---	66.50	81.00	81.00
<b>Level 3:</b>	---	---	81.00	160.00	160.00

**ADDITIONAL CHARGES:**

In addition to the space use fees, the following optional fees may be assessed:

**Special Equipment**

<b>Marley Dance Floor</b>			<b>Acoustical Shell/Risers</b>		
Equipment Fee	100.00		Equipment Fee	75.00	
Dance Floor	100.00	each day	Shell Panels	50.00	each per day
Setup/Strike Labor	150.00		Setup/Strike Labor	80.00	
<b>Black or White Scrim</b>			<b>Electronic Piano Lab Keyboards</b>		
Equipment Fee	75.00	each per contract	Equipment Fee	50.00	
			Use	15.00	each day
<b>6'/9' Grand Piano (tuning extra)</b>			<b>Upright Rehearsal Piano (tuning extra)</b>		
Equipment Fee	137.50/200.00	Tuning Extra	Equipment Fee	75.00	Tuning Extra
Use	37.50/50.00	each day	Use	25.00	each day

**Additional Lighting Equipment**

<b>Single Gobo Rotator</b>			<b>Double Gobo Rotator/Film FX</b>		
Equipment Fee	25.00	each per contract	Equipment Fee	50.00	each per contract

**Additional Sound Equipment**

<b>Wireless Microphone</b>			<b>Floor Microphone</b>		
Equipment Fee	35.00	each per contract	Equipment Fee	10.00	each per contract

**Projection Equipment**

<b>LCD Projector-Sharp</b>			<b>Black Out Device</b>		
Equipment Fee	100.00	per projector	Equipment Fee	10.00	each per contract
Use	50.00	each day/per room			

**ADDITIONAL CHARGES CONTINUED:**

**Special Effects**

<b>Fogger/Hazer</b>			
Equipment Fee	75.00	1 rehearsal/2 shows	
	25.00	per additional show	
<b>Flame Pots</b>			
Equipment Fee (Includes 2)	25.00	each per contract	
<b>Confetti Electric</b>			
Equipment Fee	50.00	each per contract	
Confetti	5.00	5.00	
C02 Cartridge	5.00	5.00	

<b>Bubble Machine/Snow Drop includes Snow</b>			
Equipment Fee	50.00	1 rehearsal/2 shows	
	25.00	per additional show	
<b>Disco Ball &amp; Motor</b>			
Equipment Fee	25.00	each per contract	
<b>Confetti Manual</b>			
Equipment Fee	25.00	each per contract	
Confetti	5.00	5.00	
C02 Cartridge	5.00	5.00	

**Portable Staging**

<b>40'-0"x28'-0"</b>	3500.00	initial day/set-up/strike	<b>32'-0"x16'-0"</b>	1600.00	initial day/set-up/strike
<b>(35 @ 4'-0"x8'-0")</b>	1750.00	per additional day	<b>(16 @ 4'-0"x8'-0")</b>	800.00	per additional day

4'-0"x8'-0" price at 100.00 per hour @ initial day  
 4'-0"x8'-0" price at 50.00 per hour @ additional day  
 Note: All rentals require a minimum order of \$600.00. Minimal orders require an additional charge for railing and stairs at 250.00 per day. Prices include local delivery.

**Special Equipment Packages Available at a Reduced Cost. Call for Package Pricing Details.**

**Other Charges**

Parking Permits	as billed	Daily:\$5.00 in advance; \$5.00 In Lot
Credit Card Sales Fee	as billed	6% of Credit Card Sales
University Overhead	as billed	10% of charges not central billed to university sponsor (Rate established by USF Finance & Accounting)
Supplies and materials	as billed	includes any shipping and/or handling charges
Piano Tuning	175.00	Single tuning; each tuning is billed separately
Sales Tax	as billed	7% of total rentals, fees and reimbursable expenses

**Ticket Sales**

(College of The Arts Type: N and Type: P ticketed events require the use of Reserved Seating)

Type of Sale:	Event Management Fee:	Ticket Master Fee:	Event Labor (CASHIER) Set-up Charges:	Additional Charges:	Types P, N, & G	Types C
Consigned Tickets/CoTA Touchnet Registrations	0.40 (per ticket)	0.10 (per ticket)	\$28 (plus FICA/UWA)	None	.50 per ticket + Cashier Set-up	.20 per ticket + Cashier Set-up/Registration add USF Credit Card Fee
College of The Arts Box Office:	0.50 (per ticket sold)	0.10 (per ticket sold)	\$28 (plus FICA/UWA)	Cashier for Daily Box Office Sales	.60 per ticket + Cashier Set-up+USF Credit Card Fee	.30 per ticket + Cashier Set-up + USF Credit Card Fee
TicketMaster Sales:	0.60 (per ticket sold)	0.10 (per ticket sold)	\$42 (plus FICA/UWA)	TicketMaster Fees	.70 per ticket + Cashier Set-up+2.5% Phone-Internet/2.78% Outlet Face Value	.40 per ticket + Cashier Set-up*

**Additional Staff Charges per hour**

15 minute break each 4 hours & 1 hour meal break each 8 hours. Breaks scheduled by EPS Production Manager.  
 Meal Penalty @ 1.5 (After 4hrs based on an 8hr day) / Events in Overtime & Meal Penalty @ 2 (Double Time)  
 Overtime @ 1.5 may be assessed if hours worked exceed hours scheduled on the EIR-Event Information Report.

Labor will be billed at flat rate for Types P, N, G & C.

Stage Steward	22.00	Stage Crew	20.00	Head	18.00/14.00
House Manager	20.00	Electrician-Sound-Stage Mgmt.	20.00	Cashier/Cashier House Staff-Ushers	12.00

\*Tech/Rehearsal Days are calculated as two weeks (fourteen days) prior to opening night for mainstage productions and any rehearsal days leading up to or during a series of individual events sponsored by the same academic unit. \*Based on a Presale Ticket of \$12 for Adult