

MEMORIAL UNION RENTAL FEE CHANGES

In order to simplify fee structures and better align with market rates, fees for Memorial Union and Fischli-Wills Center for Student Success room rentals and related services will change on January 5, 2026.

Please note this change applies only to reservations that are created AFTER January 5, 2026 and is not retroactive to any existing reservations.

Room Rates

The Memorial Union charges rental fees for non-campus use of meeting rooms. The table below outlines the updated rental rates effective January 5, 2026.

| Room | Sq. Ft | Cost per Sq ft. | 1/2 Day | Full Day |
|---------------------|--------|-----------------|----------|----------|
| FH Ballroom | 7,208 | \$0.10 | \$360.00 | \$720.00 |
| Black & Gold Room | 3,417 | \$0.10 | \$170.00 | \$340.00 |
| Sunset Lounge | 1,876 | \$0.20 | \$187.50 | \$375.00 |
| Cody Commons | 1,550 | \$0.20 | \$150.00 | \$300.00 |
| Sunset Atrium | 1,512 | \$0.20 | \$150.00 | \$300.00 |
| Stouffer Lounge | 1,323 | \$0.20 | \$132.50 | \$265.00 |
| Classroom - CSS 104 | 945 | \$0.20 | \$ 95.00 | \$190.00 |
| Trails Room | 935 | \$0.20 | \$95.00 | \$190.00 |
| Welcome Center | 864 | \$0.20 | \$150.00 | \$300.00 |
| Pioneer Room | 836 | \$0.20 | \$85.00 | \$170.00 |
| Training Kitchen | 775 | \$0.30 | \$115.00 | \$230.00 |
| Smoky Hill Room | 540 | \$0.30 | \$81.00 | \$162.00 |
| Sunflower Room | 528 | \$0.30 | \$35.00 | \$70.00 |
| Prairie Room | 442 | \$0.30 | \$66.30 | \$132.60 |
| CSS 225 | 400 | \$0.30 | \$40.00 | \$80.00 |
| CSS 144 | 330 | \$0.30 | \$40.00 | \$80.00 |
| Kanza Room | 299 | \$0.30 | \$40.00 | \$80.00 |
| CSS 1st Floor Lobby | 272 | \$0.30 | \$40.00 | \$80.00 |
| CSS 236 | 270 | \$0.30 | \$40.00 | \$80.00 |
| Cavalry Room | 247 | \$0.30 | \$37.50 | \$75.00 |
| Meadowlark Room | 247 | \$0.30 | \$37.50 | \$75.00 |

Feature Wall Lobby

Rates for non-university use will be:

Nonprofit groups - \$30

For profit groups - \$50

Please note that additional approvals may be required to reserve these spaces per the University's Solicitation Policy.

Quad & Patios

Off-campus organizations and business will now be able to rent table spaces on the Quad in alignment with the FHSU Solicitation policy.

Nonprofit groups - \$40

For profit groups - \$60

These rates include 1 table and 2 chairs.

Please note that additional approvals may be required to reserve these spaces per the University's Solicitation Policy.

Conference Fees

A conference is defined as any event where the sponsoring groups charges a registration fee to attendees and participation is open to on- and off-campus guests.

Conferences will be charged regular room rental rates; however conferences sponsored by University department and student organizations will receive a 50% discount on meeting room rates.

Deposits & Refunds

Any reservation that incurs rental rates or other fees will be charged a 50% deposit in order to confirm a reservation. The remainder of fees will be due 30 days after receipt of invoice following the event.

Deposits are fully refundable for events canceled at least 30 days in advance.

Catering Waivers

The Memorial Union will no longer waive room rental fees for groups catering meals. However, organizations purchasing more than \$3,500 in catering will receive a 25% discount on room rental rates.

Discounts

In the event that a sponsoring group would be eligible for multiple discounts based on conference and catering usage, only the largest discount will apply.

After Hour Fees

Fees for using the building after regular operating hours will be:

Off-campus groups - \$200/hour

University departments and student organizations- \$100/hour

*These fees will be waived for major University events at the discretion of the Memorial Union.

Cleaning & Damages Fees

Fees for repairing damages or excessive cleaning will be:

Maintenance services - \$30/hour

Custodial services - \$30/hour

The Memorial Union Policies are in the process of being updated. Please note this document takes the place of any previous policy information related to reservations and fees.