

## 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 <small>*see exception under Registration Table</small>	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 and Registration Tables in Sunset Atrium/Memorial Union 2<sup>nd</sup> Floor 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.