

**UCF College of Education and Human Performance
Morgridge International Reading Center
RENTAL FEES**

(effective July 1, 2015)

Presenting Organization	Description	Service Fee	Rental Fees ≤ 4 hours	Rental Fees per Day
UCF	A UCF department or an active registered student organization (RSO) whose event participants are mainly current students	\$40 per hour	N/A	N/A
Local/Community	Local nonprofit or community organization	\$40 per hour	Millennium Gallery 4242 sq ft \$700	Millennium Gallery 4242 sq ft \$1050/per day
			Global Communications Room 2938 sq ft \$700	Global Communications Room 2938 sq ft \$1050/per day
Commercial	For profit company, group or individual that have events with participation or admission fee	\$40 per hour	Millennium Gallery 4242 sq ft \$1000	Millennium Gallery 4242 sq ft \$1500/per day
			Global Communications Room 2938 sq ft \$1000	Global Communications Room 2938 sq ft \$1500/per day

- The Millennium Gallery and Global Communications Room can be reserved for events and meetings that have an educational purpose
- All charges are subject to sales tax unless a certificate of exemption can be provided or payment is made via Inter-department transfer
- \$500 additional rental fee charge for Saturday and/or Sunday reservation
- Service and rental fees are for the use of five interactive white boards in Millennium Gallery and large screen projection system in Global Communications Room
- For technology support, you may be referred to the Office of Instructional Resources
- Additional charges for custodial services may be necessary for reservations with food or large attendance, which will be determined before reservation is confirmed; current UCF Facilities Operations rates and estimated charges will be provided at time of request