

## Facility Rental Guide

Facility Use Rates for all locations	Rate
Classroom or Conference Room	\$30/hour
Divided Training Room(s)	\$30/hour per side or \$50/hour for two sides
Auditorium or Gymnasium (Wisconsin Rapids)	\$50/hour
LEAD Center (Stevens Point Downtown Campus)	\$50/hour
Computer Labs	\$30/hour
After Hours Support Services	\$50/hour

### Notes

- Room fees are on an hour fee.  $\frac{1}{4}$ ,  $\frac{1}{2}$ , &  $\frac{3}{4}$  hours are rounded up to a full hour.
- 15% Administration fee applied to the contract for events exceeding 8 hours.
- \*Rentals will be charged after hours support services rate for any events that occur outside of our normal campus building hours.
- Our facilities are equipped and consist of audiovisual technologies that allow users to display content and presentations through the in-room PC or our BYOD (bring your own device) solutions which include hardwired or wireless connections. Additionally, specific spaces include document cameras, microphones for vocal reinforcement, and videoconferencing technologies.

### Catering

Catering of food and/or beverages is available at the Wisconsin Rapids through Milltown Coffee Company and the Stevens Point Downtown campus through Mission Coffee House. Catering is allowed from licensed external food providers at all campuses and centers. Vending is available.

### Campus Representatives

If interested in renting space at one of our centers or campuses, please contact one of the following individuals:

**Adams Campus:** Heather Jones, 608-339-5129, heather.jones@mstc.edu

**AMETA Center:** Carly Lee, 715-997-6726, carly.lee@mstc.edu

**Marshfield Campus:** Krisann Saindon, 715-389-7000, krisann.saindon@mstc.edu

**Stevens Point Downtown Campus:** Debbie Lepper, 715-342-3112, debbie.lepper@mstc.edu

**SIM Center Wisconsin Rapids Campus:** Ashley Borchardt, 715-422-5347, ashley.borchardt@mstc.edu