

# Institute of Behavioral Science

## Policies and Procedures

*IBS Building Meeting Room Fees for Use Policy*  
*Approved by the IBS Board of Directors, March 5, 2020*  
*Effective July 1, 2020*

The Institute of Behavioral Science (IBS) is responsible for managing meeting room space within the IBS Building, including supporting the cost of maintenance and upkeep for furniture and AV equipment, and for any extraordinary setup, custodial, or security expenses. In managing that space, IBS is committed to sharing our building space with internal staff, centers, and programs, fellow University groups, and external organizations. This document explains the meeting room usage rate structure for the IBS Building. It is designed to ensure that the Institute has the resources needed to keep the IBS Building in prime condition.

### Related documents:

IBS Meeting Room Space policy

### Policy Statement

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Room reservations are subject to the IBS Board approved Meeting Room Space policy and rate structure, to be reviewed annually.

In order to ensure equitable resource allocation, reservation priority and rates are determined based on the table here.

Internal/IBS groups are IBS students, staff, and Fellows who use space for functions that relate directly to a project, grant, activity, or function of IBS. Departmental activities or activities organized by IBS students, staff, and Fellows, but not related to IBS activities are considered external to IBS and would receive the reduced rate. Additional persons deemed to have an affiliation with the University are, in most cases, current and former faculty, current staff members, and current students. External/For Profit groups are not connected with the University or are for profit companies, organizations, or groups. Status of affiliation with the University and the application or waiver of fees will be determined by discussion between the building proctor and the IBS Director or Administrative Officer.

Group	Rate
Internal IBS	Free
University (non-IBS)	Reduced
External/For Profit	Full

The rooms listed below are available to building occupants as well as University and external (non-University) entities. Internal IBS groups have priority for space usage based on the IBS Meeting Room Space Policy. IBS Administrative staff and leadership reserve the right to prioritize uses. All rooms listed below must be scheduled through the IBS room scheduling system.

Room	Rate	1 <sup>st</sup> Two Hours	Additional Hours	Full Day (8+ hours)
<b>155A</b>	Reduced	\$100	\$25	\$250
	Full	\$200	\$50	\$500
<b>155B, 150, 1B46</b>	Reduced	\$50	\$15	\$140
	Full	\$100	\$30	\$280
<b>290, 390, 401</b>	Reduced	\$35	\$10	\$95
	Full	\$70	\$20	\$190

Meeting Rooms 155A and 155B may be reserved together (to have the full space with the wall removed), and the fees will be added together from the above table.

Weekend events with full use of all IBS meeting rooms - \$1,000/day plus coordinating with CUPD to have a security guard on site.

In addition to these charges, other associated fees are listed below.

- Meetings scheduled after hours or on weekends – additional \$10 charge.
- Returning room to standard set-up - \$50/hour (or any part thereof).
- Cleaning room - \$50/hour (or any part thereof).
- After hours tech support - \$50/hour (or any part thereof).
- Damage to property/equipment - at cost.

This policy is subject to review by the IBS Board of Directors.