

SCHEDULING AND EVENTS

RATES & CAPACITIES

slcc.edu/studentcenter | 801.957.2670



Student Center
SALT LAKE COMMUNITY COLLEGE

ROOM NAME & NUMBER HALF DAY FULL DAY

221 Conference Rm.	\$150	\$250
223 Conference Rm.	\$100	\$200
Multipurpose Room (Combined)	\$500	\$900
- Section A	\$200	\$400
- Section B	\$200	\$400
- Section C	\$200	\$400
- Reception Area	\$100	\$200
- 2nd Level Deck	\$100	\$200
JSTC Plaza	\$200	\$400

Info Commons

Note: Half-Day = up to 4 hours | Full Day = 4+ hours

ROOM CAPACITIES

ROOM	CONFERENCE	THEATER	BANQUET	CLASSROOM
221 Conference Rm. (531 sq ft.)	22	-	-	-
223 Conference Rm. (283 sq. ft)	8	-	-	-
Multipurpose Room (3570 sq ft.)	80	160	160	80
- Section A (1140 sq ft.)	40	81	48	40
- Section B (1212 sq ft.)	40	81	48	40
- Section C (1212 sq ft.)	40	81	48	40
2nd Level Deck (693 sq ft.)	-	-	16	-

Note: dash signifies this set-up is not available in the room it is listed under.

SET-UP DEFINITIONS:

Banquet: Round tables and chairs.

Classroom: Rows of rectangular tables and chairs facing forward.

Conference: Rectangular tables set-up in the shape of a square.

Theater: Rows of chairs facing forward.

Custom: Based on event needs upon request.

PERSONNEL FEES:

Event Manager: \$35/hr.

Custodial: \$33/hr.

Event Set-Up & Takedown: \$35/hr. *

Late Hour Fee: \$50/hr. **

Security (UHP): \$50/hr. ***

Parking: \$ Varies

- Parking is available for an additional cost upon request -

* The per hour rate is based on set-up requests and the time it takes to complete.

** For events outside of our normal building hours. Please check our site for updated hours.

*** For groups larger than 500 people or available upon special request.

TABLING RATES:

Career Services 1-3 hours: \$40

Non-SLCC Per Day:

Job Recruiters: 3+ hours: \$50

Tabling: \$100

RATE CATEGORIES:

Non-SLCC Groups and Individuals:

Non-SLCC groups and individuals will be required to pay both the room rates and personnel fees in full prior to the event date.

Non-Profit Organizations:

Non-profit organizations can receive a 50% discount off the room rates but will be charged personnel fees as listed above. This discount can be acquired by providing a copy of your 501c3 form.

SLCC Staff/Faculty:

SLCC Staff/Faculty will not be charged for any SLCC affiliated meetings and events during building hours. Events held by SLCC employees outside of posted building hours will be charged the personnel fees listed above. These fees must be paid prior to the event date.

Note: SLCC departments hosting a partnership event with external groups will be charged depending on the event and must be approved through the VP of Student Affairs office. Personal events (retirement parties, baby showers, etc.) held by staff or hosted by departments will also be charged.

Student Life, Clubs, and Organizations:

SLCCSA Student event rates are subject to the same rates and rules as the SLCC Department category.

Students:

Students fall under Non-SLCC groups and individuals and will be charged full rates for personal use. For one-time use, please contact your professor for room scheduling to avoid charges.