

# 2023 Rental Rates and Guidelines

## General Rental Policies

- I-House’s rental hours are 8:30 am – 11 pm; your reservation must include at least 30mins for you to set up and decorate before your event, and at least 30mins to clean up after your event.
- Additional \$30/hour charge for weekday rentals after 5 pm\*.
- Reservations must be made in 30min increments (ex: 12:00pm or 12:30pm start time, not 12:15pm or 12:45pm).
- Rental includes use of tables and chairs as available.
- Renters are responsible for cleaning up all decorations and taking all left-over food and supplies that they brought.

## Community Room and Mrak Terrace (2hr minimum, 4hr minimum weekends)

\$125/hour M - F until 5 pm \$150/hour Sun \$175/hour Fri after 5 pm* + Sat <b>4-hour minimum on Fri evenings &amp; weekends</b>	1,400 ft <sup>2</sup> indoors (35' x 40') 1,125 ft <sup>2</sup> outdoors (44' x 18') Includes use of sink, indoor screen, mounted projector, speakers, wireless mic
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\* Rental of the Community Room after 5pm Friday has a different hourly rate rather than the evening surcharge

## Hagan Room and Ryerson Patio (2hr minimum, 4hr minimum on weekends)

<p><i>20 persons or less:</i> \$80/hour M – F \$110/hour Sat + Sun</p> <p><i>21 or more persons:</i> \$100/hour M – F \$130/hour Sat + Sun</p>	<p>306 ft<sup>2</sup> indoors (17' x 18') 726 ft<sup>2</sup> outdoors (36' x 22') Includes use of indoor screen, mounted projector</p>
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## Full Facility Rental (4hr minimum)

<p>\$240/hour Monday - Friday \$285/hour Sunday \$310/hour Friday after 5pm, Saturday</p> <ul style="list-style-type: none"> <li>• \$50/hour additional after 5 pm M-Th</li> </ul>	<p>Includes Community Room, Mrak Terrace, Hagan Room, Ryerson Patio, Kitchen, and Lounge</p>
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## Add-Ons Available

- Tablecloths - \$12 each
- Kitchen - \$60/hour (allows light cooking, re-heating, chilling drinks, etc. during event)
- Lounge - \$60/hour (882 ft<sup>2</sup>)
- Additional Set Up - \$30 (mid-event change in set up, e.g. lecture-style to dinner seating)

## All-Day and Multi-Day Rentals

An all-day rental reserves the facility for you from 8:30 am until 11 pm.

With a multi-day rental, you are renting the facility at the all-day rate for 2 or more days in a row. This is considered one rental, so there is one Cleaning Fee and one Set Up/Take Down charge, plus an additional \$30 charge for each change of set up. With a multi-day rental, you can leave things at I-House overnight (materials for a meeting, food in the refrigerator, etc.).

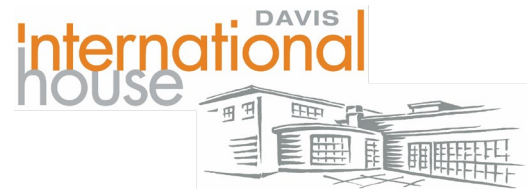
	Monday – Friday	Weekends
Community Room & Mrak Terrace	\$1100	\$1,700: Saturdays Only
Hagan Room & Ryerson Patio	\$750	\$1000
Kitchen Add-On	\$500	\$500
Lounge Add-On	\$500	\$500: Saturdays Only
Full Facility Rental	\$2200	\$2,750: Saturdays Only

## Required Charges

- \$110 Cleaning Fee
- \$70 Set Up/Take Down
- \$150 Security Deposit – refundable after your event

## Suggested Capacity

Community Room	Standing only, no chairs: 150 Seated audience: 100 Seated at round tables: 64
Mrak Terrace (outside)	Standing only, no chairs: 30 Seated at round tables: 30
Hagan Room	Seated at one large table: 12 Seated classroom style, 2 per table: 10
Ryerson Patio (outside)	Standing only, no chairs: 40 Seated at round tables: 40



## Discounts

- 10% Discount for nonprofit organizations
- 10% Discount for UCD student organizations & clubs
- 10% Discount & security deposit waived for UCD department events

## Additional Potential Charges

- Rush Fee: A rush fee of \$100 will be charged if a rental request is made within two weeks of the rental event date.
- Date Change Fee: A fee of \$50 will be charged if you request to change your event date after your rental contract is signed.

## Holiday Rental Rate

In order to adequately compensate our employees for working on holidays, I-House charges a Holiday Rental Rate or Premier Holiday Rental Rate for certain holidays. Holiday rates apply on:

Holiday Rental Rate (1.5 times the regular rental rate)		Premier Holiday Rental Rate (double the regular rental rate)	
Martin Luther King, Jr. Day	Juneteenth	Thanksgiving Day	New Year's Eve
Presidents' Day	Independence Day	Christmas Eve	New Year's Day
Memorial Day	Labor Day	Christmas Day	
	Thanksgiving Friday		