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Event 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.
- Reservations must be made in 30-min increments starting on the hour or half-hour (ex: 12:00 pm or 12:30 pm start time, not 12:15 pm or 12:45 pm).
- 4hr minimum rental required for weekends (Fridays, Sat & Sun).
- Rental fees include the use of I-House event tables and chairs.
- Rental fees include an on-site staff member to provide customer service, connect you to the A/V, empty trash bins as needed, etc.
- Rental fees include a 30-minute site visit/consultation. Additional visits and time will be billed at $80/hr
- All rentals with food present are required to bring their own tablecloths or rent them from I-House
- Renters are responsible for cleaning up all decorations and taking all leftover food and supplies that they brought.

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

Including:	Capacity:	Starting Price:
Use of sink, Indoor screen, Mounted projector, 75in tv, speakers, wireless mic, podium	Community Room Standing only: 150 Lecture style: 100 Banquet style: 64 Mrak Terrace (outside) Standing only: 30 Banquet style: 30	**$160/hour Mon - Thurs** **$190/hour Fri, Sat, Sun**

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

Including:	Capacity:	Starting Price:
50in tv on rolling stand Whiteboard Rolling Bluetooth speaker & mic	Hagan Room Seated at one large table: 12 Classroom style, 2 per table: 10 Ryerson Patio (outside) Standing only: 120 Banquet style: 40	20 persons or less: **$120/hour Mon - Thurs** **$150/hour Fri, Sat, Sun** 21 or more persons: **$160/hour Mon - Thurs** **$210/hour Fri, Sat, Sun**

Full Facility Rental (4hr minimum)

Including:	Capacity:	Starting Price:
Community Room Mrak Terrace Hagan Room Ryerson Patio Kitchen Lounge	Suggested Capacity Variable depeninding on layout	**$400/hour Mon - Thurs** **$500/hour Fri, Sat, Sun**

Required Charges

- $120 Cleaning Fee
- $80 Set Up/Take Down (I House staff will set up all tables & chairs prior to your arrival and put them away after your event)
- $150 Security Deposit – refundable after your event

Add-On Spaces:

- **Kitchen counters & refrigerator use only** - $100 flat rate per day
- **Full Kitchen use** - $250 flat rate per day (allows light cooking, re-heating, chilling drinks, etc. during the event)
- **Lounge** - $80/hour (882 ft2)

Add-Ons Available

- Tablecloths - $15 each (white or navy blue available)
- Additional Set Up - $30 (mid-event change in set up, e.g. lecture-style to dinner seating)
- Event Planning Services - $80 per hour (Please indicate you would like planning services in your inquiry and we will follow up with more details)

Discounts

- 5% Discount on Room Rate for UCD Student Clubs & Organizations
- 10% Discount on Room Rate for Nonprofit Organizations
- 10% Discount on Room Rate & Security Deposit waived for UCD Department Events

Additional Potential Charges

- **Rush Fee:** A rush fee of $150 will be charged if a rental request is made within two weeks of the rental event date.
- **Contract Change Fee:** A fee of $50 will be charged if you request to change your event date, rental space needs, event time or other changes that require a new contract to be sent and signed.
- **Additional Event Assistant (staff)** -$50 (required for set-up and take-down for events with over 100 people)
- **Stage:** $400 flat rate. Modular stage with stairs can be assembled from 4' x 4' to 8' x 16'. Fee includes staff time to confirm stage setup, assemble stage prior to event and disassemble after your event.

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All-Day and Multi-Day Rentals

An all-day and multi-day rental reserves the facility for you for up to 10 consecutive hours 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 - Thursday	**Weekends**
Community Room & Mrak Terrace	$1400	$1,800: Fri & Sat only
Hagan Room & Ryerson Patio (20 persons or less)	$1000	$1200
Hagan Room & Ryerson Patio (21 or more persons)	$1400	$1800
Lounge Add-On	$600	$600: Fri & Sat only
Full Facility Rental	$4000	$5000: Fri & Sat only

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, Presidents' Day Memorial Day , Juneteenth, Independence Day, Labor Day, Thanksgiving Friday	Thanksgiving Day , Christmas Eve , Christmas Day, New Year's Eve, New Year's Day

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Community Room and Mrak Terrace

Hagan Room and Ryerson Patio

Full Facility Rental