Summer Conference Requirements Checklist

The following is a checklist of all requirements for your group to be able to stay in Walker Hall (dormitory) and host your conference or training at Ranken Technical College. Use this checklist as a guide to make sure you have fulfilled all requirements for your conference group.

☐ Use of Dormitory Summer Conference Agreement
  o Agreement must be submitted at least 30 days prior to the event.
  Date submitted: ______________

☐ Security deposit payment
  o Security deposit payment is equal to 50% of the estimated group housing charges and is based on the number of guaranteed staff and participants per evening that the conference contact person fills in the calculation on the final page of the Use of Dormitory Summer Conference Agreement. The security deposit is due along with submission of the Use of Dormitory Summer Conference Agreement. Checks must be made payable to Ranken Technical College.
  Date submitted: ______________

☐ Request for Use of College Facilities form
  o This form must be submitted along with the Use of Dormitory Summer Conference Agreement and security deposit payment at least 30 days prior to the event.
  Date submitted: ______________

☐ Certificate of insurance
  o A certificate of liability insurance listing Ranken Technical College as additional insured must be submitted at least 15 days prior to the event.
  Date submitted: ______________

☐ Room Assignment Roster
  o This document will be emailed to the conference contact person once the Director of Residential Life receives a signed Use of Dormitory Summer Conference Agreement. The room assignment roster is due a minimum of 7 days prior to your arrival date.
  Date submitted: ______________

All documents, with the exception of checks used to pay for the security deposit, may be emailed, faxed, or mailed to the attention of the Director of Residential Life. Make sure you have copies of all records before submitting them to us. Here is our contact info:

Email: reslife@ranken.edu
Fax: (314) 286-3303
Mail: Director of Residential Life
     Ranken Technical College
     4431 Finney Avenue
     St. Louis, MO 63113
Residential Life Use of Dormitory Summer Conference Agreement

<table>
<thead>
<tr>
<th>This section is to be completed by the conference contact person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Conference</td>
</tr>
<tr>
<td>Name of Conference Contact Person</td>
</tr>
<tr>
<td>Street Address for Billing</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>Work Phone</td>
</tr>
<tr>
<td>Fax Number</td>
</tr>
<tr>
<td>What is the guaranteed total number of staff + participants for this conference?</td>
</tr>
<tr>
<td>Total number of female staff who need housing</td>
</tr>
<tr>
<td>What will be the ages of the conference participants (non-staff)?</td>
</tr>
<tr>
<td>Total number of female participants (non-staff)</td>
</tr>
<tr>
<td>Group arrival date at dorm</td>
</tr>
<tr>
<td>Group departure date from dorm</td>
</tr>
</tbody>
</table>

Do you expect any early staff arrivals? ☐ Yes ☐ No If yes, # of Male _____ # of Female _______
What dates do you anticipate they will be arriving?: _______________

If your conference involves a departure from the dorm and then an additional arrival and departure at a later date for the exact same participants, please list those date and time details here:

Will members from your group require access to the wireless internet in the dormitory? ☐ Yes ☐ No
If you answered yes, please provide the expected number of user accounts your group will require: ________

Would you like to reserve any of the following recreational areas inside and outside Walker Hall during your conference?
☐ Lounge with pool & ping pong tables ☐ Basketball court ☐ Sand volleyball court ☐ In-ground barbeque pits
If you selected any areas, please let the Director of Residential Life know what date(s) and time(s) you would like to reserve these areas when you arrive for your conference. Reservations are taken in hour blocks.

Would you like to purchase a Laundry Card? ☐ Yes ☐ No
The laundry card costs $20 for unlimited laundry access during your stay.

**TERMS & DETAILS**

**Completion of Room Assignment Roster**
Each group must provide the Director of Residential Life at Ranken Technical College with a completed room assignment roster including names of all conference participants, including staff, who plan on staying in the dormitory. The room assignment roster form will list all rooms that will be expected to be available for the group to use and will be based on the anticipated staff and participant information above. Co-ed room assignments are not allowed with the exception of immediate family members. It is the responsibility of the group to make room assignments using the room assignment roster which will be emailed to the conference contact person after receiving a signed copy of this agreement. The room assignment roster must be received by the Director of Residential Life a minimum of 7 days prior to the arrival date. If there are any changes to the room assignment roster after submitting it, the conference contact person must promptly email a revised version of the roster to the Director of Residential Life at reslife@ranken.edu.
Dormitory Rooms
Conference groups will be able to use our single units (2 beds in each unit), double units (2 separate bedrooms with 2 beds in each bedroom), 2-bedroom apartments (2 bedrooms with 2 beds in each bedroom), and 4-bedroom apartments (4 bedrooms with one bed in each bedroom). Two individuals will be assigned to each bedroom with the exception of the 4-bedroom apartments. The majority of conference participants will be housed in double units, since we have more of those than any other room type. If space is available, small conference groups with adult-only participants may be assigned to their own bedroom. To see dorm room layouts, go to http://www.ranken.edu/sites/default/files/files/DormLayouts.jpg.

All of our dorm rooms have air-conditioning. Within every dorm bedroom, each conference participant will have access to a bed, desk, chair, chest of drawers, wardrobe or closet. Every dormitory unit has at least one bathroom. 4-bedroom apartments feature 2 bathrooms. There is no furniture in the living room areas in the 2-bedroom and 4-bedroom apartments. 4-bedroom kitchens do come equipped with a stove, microwave, sink and full-size refrigerator.

All conference groups agree not to move any dorm room furniture. If there is an issue with any furniture, it should be reported immediately to a residential life staff member. Staff offices are located on the first floor of Walker Hall.

Summer Conference Dormitory Rates
Our rate is $20 per person per night regardless of room type. Linens are not provided.

Linens & Toiletries
Conference staff and participants are responsible for bringing their own linens, including sheets, blankets, pillows, towels, as well as their own toiletries, with the exception of toilet paper which will be provided.

Deposit
A deposit is due along with a signed summer conference agreement equal to 50% of the estimated group housing charges. This cost is based on the number of guaranteed staff and participants per evening that the conference contact person fills in the calculation on the final page of this agreement. If the calculation is incorrect, the Director of Residential Life will contact the conference contact person and provide them with the correct deposit total amount. The deposit payment will be credited toward the final billing invoice.

Cancellation Fees & Refunds
If the conference is cancelled, the cancellation fees will be assessed as follows:
- Cancellation more than 3 months before scheduled conference start date – Full refund of deposit
- Cancellation over 1 month to 3 months before scheduled conference start date – 75% refund of deposit
- Cancellation over 2 weeks to 1 month before scheduled conference start date – 25% refund of deposit
- Cancellation less than 2 weeks before scheduled conference start date – No refund of deposit

Billing & Payment
An invoice for all housing expenses and service fees for conference and meeting rooms during a group’s conference will be mailed to the address provided on the summer conference agreement form. The deposit will be credited toward the final cost. Full payment is expected no later than 30 days after the date listed on the final invoice. If the balance is not paid within this time frame a $50 late fee will be assessed.

Check-in/Check-out Process
Residential Life staff can assist each group with check-in and check-out as long as it is scheduled during office hours (Monday-Friday from 8:00 a.m. to 4:00 p.m.). It is the responsibility of the group contact person to arrange check-in times for conference staff and participants in advance with the Director of Residential Life. It is also the responsibility of the group contact person to provide the Director of Residential Life with a room assignment roster a minimum of 7 days before the event. Since room keys will be issued to adult conference staff members only, conference staff members will be responsible for showing conference participants to their assigned dormitory rooms and unlocking their doors. If a check-in is required outside of residential life’s office hours, the group contact person must notify the Director of Residential Life of this at least 7 days in advance so residential life can make arrangements to have a staff member available to assist with check-in.

Facilities
Each conference group agrees that all the members of their group are under direct supervision of the group. All groups accept full responsibility for the conditions of all Walker Hall facilities, which includes all dormitory rooms, every area inside Walker Hall, the outside perimeter of Walker Hall, courtyard, and the outdoor recreational area located on the west side of Walker Hall. Each group understands that they will be held financially responsible for any damaged or missing pieces of furniture, equipment, walls or fixtures within the room or unit any of their members have been granted temporary stay in, as well as any damages to common area furniture, equipment, walls or fixtures inside and outside Walker Hall. Each group understands that all furniture and fixtures inside dormitory rooms should be left in the same order and location as upon check-in; furniture does not need to be moved. Each group understands that Ranken Technical College does not accept responsibility of loss or damage of anyone’s personal belongings. Each group understands that Ranken Technical College
does not accept responsibility for any injury sustained to any of the group's members during their stay. Each group accepts the fact that each group member is staying in the dorm and using all facilities inside and outside Walker Hall on their own free will and that each group agrees to hold Ranken Technical College harmless of any and all occurrences that may take place during the group's stay at Walker Hall.

Cleaning & Trash
Each group understands that they may be billed cleaning charges for causing equipment or surfaces in assigned dormitory rooms or any common areas inside Walker Hall to be dirty or for leaving trash in any of the rooms their group members have been granted temporary stay in. Any charges for cleaning will be assessed to each group's final bill.

A trash bag will be provided in each assigned dormitory bedroom. All trash must be emptied into the bag and taken to one of the three available trash rooms located in Walker Hall. Inside each trash room is a rolling bin to place the bags. Each group member agrees to bag all trash and dispose of it in one of the trash bins prior to check-out. If a group requires additional trash bags, a conference leader must contact a residential life staff person to get more.

Keys & ID Cards
Room keys will be issued to adult conference staff members only. The only exception would be for conferences consisting of all adult participants, in which case all participants would receive a room key. For all other conferences, one master key will be issued to a male conference staff leader and another will be issued to a female conference staff leader. These individuals will be responsible for opening dormitory doors for participants. If a key is lost, a fee of $35 per lost key will be assessed to the final bill. If a key is lost that worked on multiple doors, an additional $25 per door charge to re-core the applicable door locks will also be assessed. All keys must be returned to a residential life staff member or the public safety dispatch desk in the Walker Hall lobby upon check-out.

Each conference group staff member and participant will be issued a Ranken visitor ID card upon check-in. These cards will not have card reader access. Each group member will be required to have their ID card visibly clipped on an outermost garment at all times while on campus to be identified as a visitor. The only time this would not be required would be when a conference staff or participant is inside their assigned dormitory room. All ID cards must be returned to a residential life staff member or the public safety dispatch desk in the Walker Hall lobby upon check-out. For any ID cards that are either lost or not returned, a $5 charge per card will be assessed to the final bill.

Building Access
The only way to enter and exit Walker Hall is through the north and south doors located in the center of the building. All other exterior doors are emergency exits only. Conference group members are prohibited from using emergency exit doors unless there is an actual emergency. The second set of doors at both front entrances/ exits of Walker Hall lock up every evening at 7:00 p.m. The first set of doors at both front entrances/exits will be unlocked at all times. After 7:00 p.m. each evening, all conference group members trying to get back into Walker Hall can use the intercom system in the vestibules to announce themselves to the public safety dispatcher at the front desk.

There are 2 doors inside Walker Hall that lead to the residential areas. These doors are locked at all times. In order for conference group members to enter these doors, they will have to ask the public safety dispatch officer at the front desk to open the doors for them. The dispatch officer unlocks these doors by pressing a button at the front desk.

Parking
Conference group members may park in the Cook parking lot located on just south of Walker Hall. There is a gate at the entrance/exit of the lot that closes up each morning at 2:00 a.m. In order to get through the gate after this time, a conference staff leader must make arrangements with public safety in advance. The Director and Assistant Director of Public Safety share an office on the first floor of Walker Hall. Public Safety's phone number is 314-286-3300. Each conference staff member and participant who will have a vehicle in the parking lot for at least one night during their conference must receive a temporary parking tag at the public safety dispatch desk upon check-in.

Food Services
The Fresh Ideas Cafeteria located in the Finney Building is open during the summer for breakfast and lunch. If you are interested in purchasing meals for your group, please contact the Director of Food Services at 314-286-4816. Charges for food services will be billed separately to a designated conference contact person. These charges will not appear on the housing expense invoice.

Visitors
Conference group members are prohibited from having non-conference member visitors. Certain exceptions may be granted at the discretion of the Director of Residential Life only, as long as the director was made aware of such requests prior to the start of the conference.
**Alcohol & Drugs Policy**
Alcohol and drugs are prohibited on Ranken’s campus; therefore, alcohol, drugs, and associated paraphernalia cannot be brought into the dormitory.

**Wireless Dormitory Internet Access**
If conference group members plan on bringing laptops and wish to access the wireless internet in the dormitory, the conference contact person must indicate the number of group members who will require a user account on the summer conference agreement form. A list of user accounts created by Ranken’s Information Services Office will be provided to the conference contact person on check-in day. It will be the responsibility of a conference staff member to issue accounts to group members who need them. If the group contact person determines not all accounts issued will need to be used, they should contact the Director of Residential Life so the director can have Information Services deactivate the unused accounts.

**Laundry Card**
Walker Hall has a laundry room located on the second floor east wing. A Laundry Card cost $20.00 and supplies unlimited use of the washers and dryers during your stay.

**Recreational Activity Reservations**
Walker Hall features a lounge with a pool table and ping pong table, an outdoor full-court basketball court, sand volleyball court, and 2 in-ground barbeque pits. If you would like to reserve these spaces for your group to use, the conference contact person must indicate reservations for these activities on the conference agreement form.

**Supervision**
Conference group staff assumes complete responsibility for supervision of all conference participants from the time of arrival through departure. Any youth participants (under age 18) must have conference staff supervision in close proximity the entire time they are on campus. Each conference group whose participants are primarily youth must provide a minimum of 1 adult staff member for every 10 youth. The residential life staff is not responsible for providing any type of supervision for conference participants.

**Emergency Procedures**
On the back of each dormitory unit front door is a copy of Ranken’s Emergency Procedures Guide. Conference group staff members are responsible for instructing participants in evacuation and emergency procedures.

**Residential Life Policies & Procedures**
All conference group members will be expected to abide by all policies and procedures outlined in the Residential Life Handbook available at [http://www.ranken.edu/student-life/walker-hall/policies-and-procedures](http://www.ranken.edu/student-life/walker-hall/policies-and-procedures). Failure to abide by these policies may result in the removal of conference staff and participants.

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**AGREEMENT OF TERMS, CONDITIONS & DEPOSIT**
I, ____________________________, have read, understand, and agree to comply with the terms and conditions of this agreement as well as any other documents referenced in this agreement. I also agree to include the 50% deposit payment reflected in deposit total calculation below along with this signed summer conference agreement form.

<table>
<thead>
<tr>
<th>Night</th>
<th>Guaranteed total #</th>
<th>of staff &amp; participants</th>
<th>x $20 per person</th>
<th>= $</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>2</td>
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<tr>
<td>7</td>
<td></td>
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</tr>
</tbody>
</table>

**ESTIMATED ROOM COST TOTAL =** $__________ /2 = $__________ **DEPOSIT TOTAL**

**DEPOSIT PAYMENT METHOD**

- Payment type: □ Check (checks must be made payable to Ranken Technical College) □ Credit Card
  - Check #: __________ If you are submitting a check request, when do anticipate we will receive the check? __________
  - Credit card type: __________ Credit card number: __________ Name appearing on credit card: __________
  - Credit card 3 digit security code: __________ Expiration date: __________

My signature below indicates my group’s acceptance of all terms and conditions of this agreement.

Signature: __________________________ Date: __________
Request For Use Of College Facilities
Ranken Technical College
4431 Finney Avenue
St. Louis, MO 63113

- Submit completed Request For Use Of College Facilities form to the president’s executive assistant at least **thirty** business days prior to the event.
- Upon approval or denial of this request, you will be notified directly.
- The room layout and physical requirements list needs to be finalized at least five business days prior to event.
- Proof of liability insurance **listing Ranken as additional insured** submitted at least **fifteen** business days prior to event.
- Questions regarding the approval process of this form should be directed to the president’s executive assistant.

<table>
<thead>
<tr>
<th>This Section to be Completed by Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requesting (department, office, organization) __________________________ Date of application __________</td>
</tr>
<tr>
<td>Requests the use of __________________________</td>
</tr>
<tr>
<td>Day __________________________ Date (s) __________________________</td>
</tr>
<tr>
<td>Set-up time __________ to __________ Event time __________ to __________</td>
</tr>
<tr>
<td>Description of activity __________________________</td>
</tr>
<tr>
<td>Contact person __________________________________ E-mail __________________________</td>
</tr>
<tr>
<td>Mailing address __________________________________________________________</td>
</tr>
<tr>
<td>Phone number __________________________ Number of participants __________</td>
</tr>
</tbody>
</table>

Liability insurance is required for facility usage. Certificate of Insurance must be provided prior to the event.
Insurance Company: __________________________ Policy #: __________________________

☐ Liability insurance has been waived for this event.

______________________________
Ranken authorized signature

Will food be served at this event?  □ Yes  □ No  □ Light refreshments  □ Full meal
Are you planning to use an outside vendor for this event?  □ Yes  □ No

*I take full responsibility for any and all damages that may result from use of the facilities which shall include but is not limited to extra custodial charges and possible repair/replacement costs. I understand that this agreement is only for this event and does not commit the college to future contracts. I am aware that this agreement releases Ranken of any liability related to this event. I have read the policies and hereby oblige myself, as a designated representative of the above named organization, to all conditions set forth thereon.*

______________________________
Signature of person accepting responsibility
<table>
<thead>
<tr>
<th>Technical Support Services</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Laptop</td>
<td>☐ DVD player</td>
<td>☐ Sound System</td>
</tr>
<tr>
<td>☐ Projector</td>
<td>☐ VCR</td>
<td>☐ Microphone</td>
</tr>
<tr>
<td>☐ Screen</td>
<td>☐ Monitor / TV</td>
<td>☐ Easel</td>
</tr>
<tr>
<td>☐ Support Staff Fee $</td>
<td>☐ Flip chart</td>
<td>☐ Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Buildings &amp; Grounds</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Tables</td>
<td>☐ Coat Rack</td>
<td>☐ Other</td>
</tr>
<tr>
<td>☐ Chairs</td>
<td>☐ Trash Cans</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Janitorial Staff/Set Up Fee $</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Marketing and Website</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Press Release</td>
<td>☐ Radio Ads</td>
<td>☐ Newspaper ads</td>
</tr>
<tr>
<td>☐ Web page</td>
<td>☐ Mailing</td>
<td>☐ Other</td>
</tr>
</tbody>
</table>

Please illustrate room layout or other physical requirements and instructions
Office Usage Only Below

Approval Signatures

Yes ☐ No ☐
President's Assistant __________________________ Date __________________
Administrator __________________________ Date __________________
Ranken Sponsor __________________________ Date __________________

Request above: ☐ approved  ☐ denied  ☐ approved subject to following conditions: __________________

Usage Policy
Priorities - Coordination for facilities usage is determined by the nature of the event based on the outlined priorities. Any employee wishing to schedule any special events involving non college participants, or use of college facilities are expected to follow the same procedures as outside organizations spelled out in Priority 4.

Priority 1 - Instructional Activities
Regularly scheduled credit, non-credit classes, and college-wide instructional activities, faculty meetings, and college workshops. These activities require the approval of the vice president for education. The president’s executive assistant will be consulted when appropriate. The responsibility for scheduling such activities will be handled by the education department.

Priority 2 - Institutional Events
Institutional events are events sponsored by the president and/or administrative departments. The responsibility of coordinating such activities will be handled by the president’s executive assistant or the appropriate, authorized employee. The president’s executive assistant will be consulted, when appropriate.

Priority 3 - Student Activities
Student activities and activities sponsored by the Student Government Association and recognized student clubs/organizations require approval from their Ranken sponsor and their supervisor. The president’s executive assistant will be consulted, when appropriate.

Priority 4 - Special Events & Activities Sponsored By Outside Organizations
Special events and activities by outside organizations require the approval of the college administration. The responsibility of coordinating these activities will be handled by the president’s executive assistant.

Expense Recovery Cost
Use of the facilities for special events may require an expense recovery cost payment. These costs encompass fees for the following: setup, electricity, janitorial, security, repairs, replacement, audio-visual equipment setup, and possible catering needs. Expense recovery cost may be applied to requests. Expense recovery will be determined by the Vice President For Finance & Administration.

Special Events will not be scheduled when the college is officially closed. Some exceptions may apply.

Eligibility For Facility Usage
Under limited circumstances, College facilities may be used by groups from outside of the college community provided that such use does not interfere with the normal activities of the institution and is in accord with college policies. Those activities within the broad definitions of education, research, and public service, which the college initiates, have priority over all other uses of the institution’s physical facilities.

When space is available, an outside organization may be granted the use of college facilities provided that the group agrees to observe the policies and procedures governing the use of college facilities. These policies include but are not limited to: (1) the prohibition against the serving or consumption of alcoholic beverages without advance written approval from the college administration; and (2) the observance of all laws, including, prohibiting discrimination on the basis of race, color, religion, creed, ancestry, age, sexual orientation, national origin or disability. The use of college facilities by outside organizations shall not interfere with or prevent the use of the facilities for the regular instructional program or for other scheduled activities. After an event, the facility must be left in same cleanliness and condition prior to event or the outside organizations must compensate the college in accordance with the expense recovery cost section. At least fifteen days prior to the event, outside organizations must provide proof of liability insurance coverage listing Ranken as additional insured. The Request For Use Of College Facilities form must be completed and signed.

The president’s executive assistant will serve as the liaison between the college and an outside organization. All outside groups using college facilities must designate a contact person in writing who must be on-site during the event.

The college may refuse the use of its facilities to outside organization that otherwise would be eligible, where the proposed activity would require an unreasonable amount of college supervision or service, or where there is a question concerning the safety of the participants or of college property, or where the event conflicts with the college’s mission.
<table>
<thead>
<tr>
<th>Conference &amp; Meeting Rooms</th>
<th>Cost</th>
<th>Equipment Available</th>
<th>Seating Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>RW Staley Auditorium</td>
<td>$150.00</td>
<td>Computer Projector DVD Player Microphone</td>
<td>179 seats plus 4 wheelchair access</td>
</tr>
<tr>
<td>Atrium</td>
<td>$75.00 Plus Setup</td>
<td>Microphone</td>
<td>Up to 300 chairs only 14 tables seats 8 per table</td>
</tr>
<tr>
<td>G108/109</td>
<td>$75.00</td>
<td>Computer Projector DVD Player Microphone</td>
<td>Up to 150 chairs only 28 tables seats up to 6 per table</td>
</tr>
<tr>
<td>Gray Board Room G100/G101</td>
<td>$50.00</td>
<td>Projector</td>
<td>Up to 40 chairs only 1 table seats up to 20 people</td>
</tr>
<tr>
<td>Finney Conference Room (F100)</td>
<td>$50.00</td>
<td>Computer Projector</td>
<td>9 tables seats up to 2 chairs per table</td>
</tr>
<tr>
<td>Walker Hall Seminar Room</td>
<td>$50.00</td>
<td>Computer Projector</td>
<td>Up to 50 chairs only 10 tables seats up to 2 chairs per table</td>
</tr>
</tbody>
</table>

**Chair/Table Room Setup**

| Up to 49 chairs or chairs w/tables | $10.00 | Only applies to Atrium               |
| 50 to 99 chairs or chairs w/tables | $15.00 | Only applies to Atrium               |
| 100 to 199 chairs or chairs w/tables | $20.00 | Only applies to Atrium               |
| Anything over 200                  | $25.00  | Only applies to Atrium               |

*Rooms Upon Availability*

8/15/15