

UNIVERSITY OF SOUTH FLORIDA

College of The Arts
Events & Production Services

USE FEE RATE SCHEDULE

Revised May 1st, 2020

Definition of Service Levels
Facility Use Rate Schedule

Reference the USF Policy and Procedures Manual
Use of University Space (all inclusive) Revised

Definition of Service Levels

LEVEL 1: The use of the facility for a **Load-in/Set-up/Closed Stage Rehearsal/Private Event**. Requires a minimum of 1 steward, 1 tech staff and 1 lobby staff. Additional staffing and services as required. May require special lighting, sound system, masking, special set, staging items, etc.

LEVEL 2: The use of the facility for a for an **Open Stage Rehearsal/Lecture/Private Event**. Requires a minimum of 1 steward, 1 tech staff and 2 lobby staff. Additional staffing and services as required. May require Special lighting, sound system, masking, special set, staging items, etc.

LEVEL 3: The Use of the facility for a **Performance/Conference** activity or **Private Event**. Requires additional lighting and other technical needs. May require special set and staging items. Requires a minimum of 1 steward, 1 tech staff and 2 lobby staff. Additional staffing and services as required. Level 3 begins 1/2 prior to show start and ends 1/2 after show ends.

Service Level status will be reviewed/designated by Events & Production Services, CoTA. User is responsible for providing Events & Production Services, CoTA a written statement detailing the use of the facility requested. Events & Production Services, CoTA reserves the right to modify Service Level status if facility use has changed from original provided statement.

Facility Use Rate Schedule

In addition to the Facility Use Rate, all users may be required to pay an equipment use fee and labor charges as determined by the level of use. These fees and charges are listed on page 2 of this document as well as other additional charges which may be incurred as part of an occupancy. Use Fee Rate Schedule charges for a USF-CoTA Affiliation Agreement will be indicated on the Location/Use Permit.

TYPE: P – For-Profit User

NON-University Related Organization, Group, or Individual ¹

Hourly rate (Daily max 14 hours & 4 hour minimum)	Barness Recital Hall				
	Faculty Studio	Classroom/ Rehearsal Space	Breakout Room-Conference Center Theatre 1/Concert Hall Lobby	Conference Center Theatre 2 (THR)	Concert Hall Theatre 1 (TAT)
Level 1:	7.50	15.00	30.00	45.00	60.00
Level 2:	---	---	60.00	90.00	120.00
Level 3:	---	---	120.00	180.00	240.00

TYPE: N – Non-Profit Arts Organization ²

NON-University Related Organization, Group, or Individual ¹

Hourly rate (Daily max 14 hours & 4 hour minimum)	Barness Recital Hall				
	Faculty Studio	Classroom/ Rehearsal Space	Breakout Room-Conference Center Theatre 1/Concert Hall Lobby	Conference Center Theatre 2 (THR)	Concert Hall Theatre 1 (TAT)
Level 1:	6.00	12.00	24.00	36.00	48.00
Level 2:	---	---	48.00	72.00	96.00
Level 3:	---	---	72.00	108.00	144.00

TYPE: G – Governmental Entity/College of The Arts Non-Curricular Event (Camp-Project-Festival) ³

Governmental Entity, University Related Organization, Group, or Individual ¹

Hourly rate (Daily max 14 hours & 4 hour minimum)	Barness Recital Hall				
	Faculty Studio	Classroom/ Rehearsal Space	Breakout Room-Conference Center Theatre 1/Concert Hall Lobby	Conference Center Theatre 2 (THR)	Concert Hall Theatre 1 (TAT)
Level 1:	---	7.50	9.00	16.50	25.50
Level 2:	---	---	16.50	33.00	49.50
Level 3:	---	---	25.50	49.50	75.00

TYPE: C – College of The Arts Curricular Event-Performance ³

College of The Arts Related Organization, Group or Individual ¹

No Hourly Rate	Barness Recital Hall				
	Faculty Studio	Classroom/ Rehearsal Space	Breakout Room-Conference Center Theatre 1/Concert Hall Lobby	Conference Center Theatre 2 (THR)	Concert Hall Theatre 1 (TAT)
All Levels	---	---	---	---	---

Security/Damage Deposit

In addition to the above use fees, a security/damage deposit may be collected equal to 1/10 (10%) of the total License Fee and estimated expenses rounded up to the nearest \$50.00 with a minimum of \$100.00.

¹ University persons, groups, or organizations desiring to use space for non-University events or activities are considered to be a Non-University user. Licensee agrees to pay the Licensor sales tax of 8% (Commercial Rental)/8.5% (Fees) for space and services contracted unless Licensee provides university a State of Florida Department of Revenue - Consumer's Certificate of Exemption prior to the event date.

² Non-Profit status is determined by the Florida Division of Corporations. Proof of status is required. Licensee agrees to pay the Licensor sales tax of 8% (Commercial Rental)/8.5% (Fees) for space and services contracted unless Licensee provides university a State of Florida Department of Revenue - Consumer's Certificate of Exemption prior to the event date.

³ Non-College status is determined by the budgetary unit that is ultimately responsible for the charges incurred. Type: C (CoTA User) Fee Schedule will be reviewed for all CoTA Unit Affiliation Agreements. Final determination of Type (User) and Level (1-3) will be determined by Events & Production Services* for all CoTA Affiliation Agreements. *among other considerations such factors as: length of activity; level of curriculum support; benefits to the academic program; recruitment activity; opportunities for students; etc.

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Events & Production Services

USE FEE RATE SCHEDULE

Revised May 1st, 2020

Equipment Fees

Required Labor Charges

Reference the USF Policy and Procedures Manual

Use of University Space (all inclusive) Revised

[copy at: http://eps.arts.usf.edu](http://eps.arts.usf.edu)

BASIC CHARGES

In addition to the space use fees, the following fees may be assessed for events/performance. Equipment charges for a USF-CoTA Affiliation Agreement will be indicated on the Location/Use Permit.

Equipment Charge (Per Use Charge) For Types P, N, & G

Includes Faculty Lighting Rep Plot, House Sound Rep Plot, Six Com Headsets, Playback, Standard Stage Masking Plot

		Barness Recital Hall			
Facility:	Faculty Studio	Classroom/ Rehearsal Space	Breakout Room-Conference Center Theatre 1/Concert Hall Lobby	Conference Center Theatre 2 (THR)	Concert Hall Theatre 1 (TAT)
Charge:	25.00	50.00	75.00	150.00	250.00

Equipment Charge (Daily Charge) For Types P, N, & G

		Barness Recital Hall			
Daily rate (Performance & Tech Rehearsal days only)⁴	Faculty Studio	Classroom/ Rehearsal Space	Breakout Room-Conference Center Theatre 1/Concert Hall Lobby	Conference Center Theatre 2 (THR)	Concert Hall Theatre 1 (TAT)
Charge:	---	15.00	30.00	50.00	75.00

Equipment Charge (Daily Charge) For Type C

		Barness Recital Hall			
Daily rate (Performance & Tech Rehearsal days only)⁴	Faculty Studio	Classroom/ Rehearsal Space	Breakout Room-Conference Center Theatre 1/Concert Hall Lobby	Conference Center Theatre 2 (THR)	Concert Hall Theatre 1 (TAT)
Charge:	---	15.00	30.00	45.00	45.00

Required Labor Charge-Per Hour (All Users except Type: C)

		Barness Recital Hall			
Facility:	Faculty Studio	Classroom/ Rehearsal Space	Breakout Room-Conference Center Theatre 1/Concert Hall Lobby	Conference Center Theatre 2 (THR)	Concert Hall Theatre 1 (TAT)
Level 1:	40.00	40.00	46.00	90.00	90.00
Level 2:	---	---	46.00	112.00	112.00
Level 3:	---	---	60.00	168.00	168.00

ADDITIONAL CHARGES:

In addition to the space use fees, the following optional fees may be assessed:

Specialty Equipment

Marley Dance Floor			Acoustical Shell/Choral Risers		
Equipment Fee	100.00		Equipment Fee	75.00	
Dance Floor	100.00	each day	Shell Panels	50.00	each per day
Setup/Strike Labor	150.00		Setup/Strike Labor	80.00	
6'/9' Grand Piano (tuning extra)			Electronic Piano Lab Keyboards		
Equipment Fee	137.50/200.00	Tuning Extra	Equipment Fee	50.00	
Use	37.50/50.00	each day	Use	15.00	each day
Upright Rehearsal Piano (tuning extra)					
Equipment Fee	75.00	Tuning Extra			
Use	25.00	each day			

Sound Equipment

Wireless Lavalier			Wireless Microphone Batteries		
Equipment Fee	8 @ 160.00	each per contract	Battery Fee	0.50	per battery

Projection Equipment

LCD Projector - Classroom/Conference Center			LCD Projector - Classroom/Conference Center		
Equipment Fee	25.00	day/per room	Equipment Fee	75.00	per use
			Use	50.00	each day

Special Effects

Fogger/Hazer			Snow Drop includes Snow		
Equipment Fee	75.00	1 rehearsal/2 shows	Equipment Fee	50.00	1 rehearsal/2 shows
	25.00	per additional show		25.00	per additional show
Confetti Manual					
Equipment Fee	25.00	each per contract			
Confetti	5.00	5.00			
CO2 Cartridge	5.00	5.00			

ADDITIONAL CHARGES CONTINUED:

Portable Staging

40'-0"x28'-0"	3500.00	initial day/set-	32'-0"x16'-0"	1600.00	initial day/set-
(35 @ 4'-0"x8'-0")	1750.00	per additional day	(16 @ 4'-0"x8'-0")	800.00	per additional day

4'-0"x8'-0" price at 100.00 per hour @ initial day

4'-0"x8'-0" price at 50.00 per hour @ additional day

Note: All rentals require a minimum order of \$600.00. Minimal orders require an additional charge for railing and stairs at 250.00 per day. Prices

Special Equipment Packages Available at a Reduced Cost. Call for Package Pricing Details.

Other Charges

Parking Permits	as billed	Daily: \$5.00 in advance; \$5.00 In Lot - Fees Not Included
Credit Card Sales Fee	as billed	6% of Credit Card Sales
University Overhead	as billed	10% of charges not central billed to university sponsor (Rate established by USF Finance & Accounting)
Supplies and materials	as billed	includes any shipping and/or handling charges
Piano Tuning	175.00	Single tuning; each tuning is billed separately
Sales Tax	as billed	8% Commercial Rent/8.5% Sales Tax

Ticket Sales

(Type: N, Type: P AND Type: G ticketed events require the use of *Reserved Seating*)

Type of Sale:	Event Management Fee:	Ticket Master Fee:	Event Labor (CASHIER) Set-up Charges:	Additional Charges:	Types P, N, & G	Types C
Consigned Tickets/CoTA Touchnet Registrations	0.50 (per ticket)	0.10 (per ticket)	\$32 (plus FICA/UWA)	None	.60 per ticket + Cashier Set-up	.30 per ticket + Cashier Set-up/Registration add USF Credit Card Fee
College of The Arts Box Office:	0.60 (per ticket sold)	0.10 (per ticket sold)	\$32 (plus FICA/UWA)	Cashier for Daily Box Office Sales	.70 per ticket + Cashier Set-up+USF Credit Card Fee	.40 per ticket + Cashier Set-up + USF Credit Card Fee
TicketMaster Sales:	0.70 (per ticket sold)	0.10 (per ticket sold)	\$32 (plus FICA/UWA)	TicketMaster Fees	.80 per ticket + Cashier Set-up+2.5% Phone-Internet/2.78% Outlet Face Value	.50 per ticket + Cashier Set-up*

Additional Staff Charges per hour

15 minute break each 4 hours & 1 hour meal break each 8 hours. Breaks scheduled by EPS Production Manager.
Meal Penalty @ 1.5 (After 4hrs based on an 8hr day) / Events in Overtime & Meal Penalty @ 2 (Double Time)
Overtime @ 1.5 may be assessed if hours worked exceed hours scheduled on the EIR-Event Information Report.

Labor will be billed at flat rate for Types P, N, G & C.

Stage Steward	24.00	Stage Crew	22.00	Head Cashier/ Cashier	20.00/16.00
House Manager	22.00	Electrician-Sound- Stage Mgmt.	22.00	House Staff- Ushers	14.00

*Tech/Rehearsal Days are calculated as two weeks (fourteen days) prior to opening night for mainstage productions and any rehearsal days leading up to or during a series of individual events sponsored by the same academic unit. *Based on a Presale Ticket of \$12 for Adult