University of Miami Libraries | Venue Rental Rates and Information

<table>
<thead>
<tr>
<th>Venue</th>
<th>Monday–Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kislak Center</td>
<td>Starting at 4 p.m.</td>
<td>Starting at 4 p.m.</td>
<td>Half Day</td>
</tr>
<tr>
<td></td>
<td>$1,250</td>
<td>$1,750</td>
<td>$1,750</td>
</tr>
<tr>
<td>Standard lecture seating (130 seats)</td>
<td>Included</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Custom furniture layout</td>
<td>Additional Fee</td>
<td>Additional Fee</td>
<td>Additional Fee</td>
</tr>
<tr>
<td>Janitorial Services</td>
<td>Included</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Security Guard (1)</td>
<td>Included</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Event Associate (1)</td>
<td>Included</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>On-site A/V support</td>
<td>Included</td>
<td>Included</td>
<td>Included</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Floor Conference Room</th>
<th>Monday–Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard U-Table Layout</td>
<td>$50/hr*</td>
<td>$50/hr*</td>
<td>$50/hr*</td>
</tr>
<tr>
<td>Janitorial Services</td>
<td>Included</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Catering Fee</td>
<td>$25</td>
<td>$25</td>
<td>$25</td>
</tr>
<tr>
<td>Event Associate (1)</td>
<td>Included</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Standard A/V Set Up</td>
<td>Included</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Custom On-site A/V Support</td>
<td>$25/hr</td>
<td>$25/hr</td>
<td>$25/hr</td>
</tr>
</tbody>
</table>

*maximum length of rental is four hours

Optional Services:
- Additional security: $23.81/hr (4 hours minimum)
- Parking requests should be handled directly with the University’s Department of Parking and Transportation. We are happy to provide assistance.

General Venue Policies:
- The Kislak Center and the Richter Library Third Floor Conference Room are available for rental by University of Miami departments. A departmental account number must be provided to reserve either venue.
- Rental charges are for cost recovery purposes and must be paid in full seven days prior to the scheduled event.
- Venue reservations may be made up to six months in advance.
- Please submit changes or cancellations 48 hours prior to the event to avoid additional fees.
- Please mention any special Audio/Visual technology requests when making the reservation. Unscheduled, on-site A/V assistance cannot be guaranteed, yet if available will be billed at $25 per hour.
- Vendors (caterers, A/V, florists, etc.) must be a UM approved vendor.
- **Third Floor Conference Room:**
  - The default room setup is the U-shape table with chairs around the table and along walls. Upon exit, room must be reset. Maximum room occupancy as defined by fire code is 43.
  - Food and beverages must be served and consumed within the room. If event is to be catered, please coordinate details when booking the reservation. A $150 cleanup fee will be billed for unauthorized food and beverages brought into space.