

## University of Miami Libraries | Venue Rental Rates and Information

Venue	Monday-Thursday	Friday	Saturday	
<b>Kislak Center</b>	<b>Starting at 4 p.m. \$1,350</b>	<b>Starting at 4 p.m. \$1,850</b>	<b>Half Day \$1,850</b>	<b>Full Day \$2,700</b>
Standard Lecture seating (100 seats)	Included	Included	Included	Included
Custom furniture layout	Additional Fee	Additional Fee	Additional Fee	Additional Fee
Janitorial Services	Included	Included	Included	Included
Event Associate (2)	Included	Included	Included	Included
On-site A/V support	Included	Included	Included	Included
Security Guard (1)	Optional Services	Optional Services	Optional Services	Optional Services
<b>Third Floor Conference Room</b>	<b>\$100/hr*</b>	<b>\$100/hr*</b>	<b>\$100/hr*</b>	<b>\$100/hr*</b>
Standard U-shape layout	Included	Included	Included	Included
Janitorial Services	Included	Included	Included	Included
Catering Fee	\$25	\$25	\$25	\$25
Event Associate (1)	Included	Included	Included	Included
Standard A/V Set Up	Included	Included	Included	Included
Zoom use/support**	Included	Included	Included	Included

\*Maximum length of rental is four hours

\*\*Zoom meeting setup is standard. Webinar setup is also available but must be coordinated ahead of time. Must add Richter Zoom Room 343 as an alternate host in Zoom.

### Optional Services:

- Security - For certain events where alcohol is served, the presence of a police officer may be required.
  - o Requests must be submitted seven days in advance.
- Parking requests should be handled directly with the University's Department of Parking and Transportation.

### 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:**
  - o 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.
  - o 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.