



# IRIS & MICHAEL SMITH ALUMNI CENTER

## RENTAL RATES



RATES: MONDAY-FRIDAY\*, 8 A.M. – 5 P.M.

Location	CSU Departments/ Alumni Assn. Life Members	Non-CSU groups
Event Hall	\$400	\$450
Seminar Rooms	\$400	\$450
Seminar I	\$225	\$250
Seminar II	\$225	\$250
Board Room	\$225	\$250
Mindock Hall	NA	NA

Before 8 a.m. and after 5 p.m., add \$75/hour. Partial hour will be billed as one hour.

\*Excluding University holidays—see below.

RATES: WEEKENDS, EVENINGS, AND UNIVERSITY HOLIDAYS

Location	CSU Departments/ Alumni Assn. Life Members	Non-CSU groups
Event Hall/Mindock Hall	\$730	\$780
Seminar Rooms	\$500	\$550
Seminar I	\$275	\$300
Seminar II	\$275	\$300
Board Room	\$275	\$300
Entire Alumni Center	\$1300	\$1500

Weekend/evening/holiday rates cover up to a six hour time frame. To reserve additional time, add \$75/hour. Partial hour will be billed as one hour.

PRICING INCLUDES:

- Room rental with standard set-up/tear down
- Use of in-house furniture and equipment: tables, chairs, staging, podium, easels (see inventory list for details)
- Use of in-house AV: projectors, TVs, house sound, microphones, Wi-Fi
- Facility event manager with on-site event day staff

Pricing, equipment, and services listed are subject to change. Additional fees may apply.

NOT INCLUDED IN RENTAL FEE:

- Linens: Client will need to rent linens or make arrangements with caterer to provide linens
- Catering: Client is responsible for all catering arrangements. Caterers must be approved by CSU. Provide caterer 30 days prior to event to allow for approval. Suggested caterers will be provided upon request.
- Bar/alcohol service: Oak View Group holds the liquor license for the Smith Alumni Center and is the required bar service for all events.
- Parking is not provided. For information about parking on campus, refer to: <https://pts.colostate.edu/visitors/parking/>

CONTACT:

To check availability and receive a quote, contact us at [SmithAlumniCenter@colostate.edu](mailto:SmithAlumniCenter@colostate.edu) or by calling (970) 491-6533.

Event space inquiries may also be submitted online at <https://alumni.colostate.edu/alumni-center/>



# IRIS & MICHAEL SMITH ALUMNI CENTER

## EVENT RENTAL INVENTORY



The following furniture and equipment is included in the Smith Alumni Center event rental fee. Quantities are subject to change. Please note, rental does not include linens.

### FURNITURE AND EQUIPMENT

Item	Size	Quantity
Round Tables	70"	15
High-top Tables	25", 39" tall	12
Classroom Tables	6' x 2'	30
Classroom Tables	5' x 2'	5
Classroom Tables	4' x 2'	8
Banquet Tables	6' x 30'	10
Chairs		250
Portable Bars		2
Coat Racks		2
Podiums		2
Staging	4' x 8' sections w/ skirting, variable height 16"-24"	6 ea., two sets of stairs
Easels		12
Stanchions	10' retractable belts	12
Sandwich Boards		4
Pipe and Drape	Black and green drape available	

### LOUNGE FURNITURE - MINDOCK HALL

Item	Quantity
Tan Chairs	4
Tan Ottomans	6
Green Chairs	4
Green Sofas	2
Round Wooden End Tables	4
Glass Coffee Tables	2

### AUDIO VISUAL EQUIPMENT

Item	Quantity/Location
Projection system	Event Hall, Seminar rooms
Video Wall in Mindock Hall	165"
Board Room TV w/screen sharing capabilities	74"
Laptops	2
Hand-held Wireless Microphones	Event Hall, Seminar rooms
Portable speaker system with wired and wireless microphone	
Cable TV Access (limited stations)	Event Hall, Mindock Hall, Board Room