

Draft

HUSTON-TILLOTSON COLLEGE  
FEE SCHEDULE FOR COMMUNITY  
MEETINGS, BANQUETS, RECEPTIONS & DANCE FACILITIES

<u>Name &amp; Description Of Facilities</u>	<u>Seating Capacity</u>	<u>Fees</u>
<b>King-Seabrook Chapel</b> Theatre-type cushion seats, Large stage, choir loft for 60 persons, Theatre lighting, grand piano, sound system	392 Persons	\$200 50 hourly 600 daily
<b>Agard-Lovinggood Lecture Hall</b> Theatre-type seating small stage,	218 Persons	\$ 80 Minimum 40 hourly 240 Daily
<b>Dickey-lawless Science Auditorium</b> Theatre-type seating, projection Room, and screen	280 Persons	\$ 80 Minimum 40 Hourly 240 Daily
<b>Davage-Durden Union Building</b> Oak parquet dance floor, two patios, Separate dining room.	250 Persons (Dance Area) 200 Persons (dining Area)	\$200 Minimum 50 Hourly 500 Daily
<b>Mary E. Branch Gymnasium/Auditorium</b> Regulation basketball and volleyball Courts, folded auditorium seating chairs	350 Persons (Gymnasium) 700 Persons (Auditorium)	150 Minimum 75 Hourly 400 Daily
<b>Conference Room</b> President's Dining Room	30 Persons	\$100 Minimum 25 Hourly 300 Daily
<b>Classrooms</b> Armchair seating, chalkboard	30 Persons	\$ 33 Minimum 35 Hourly 75 Daily
<b>Security deposit per event (nonrefundable)</b> Security deposit applied toward the rental cost, minus damages. Requestor will be refunded the difference if total rental charges are less than \$400.		\$100 \$ 50 Classrooms

**USE OF COLLEGE FACILITIES**

Your request to reserve a facility on the Huston-Tillotson College campus will be processed by the facility coordinator, depending upon the type of event. Facilities are rented on a first come, first serve basis, based upon receipt of the security deposit and other necessary paperwork, as required. Requestors will receive a packet outlining the procedure for securing a facility. Follow steps carefully. Processes have been revised and updated.

**Contact information:** Irma Harris, Facilities Coordinator, (512) 505-3005: Monday through Friday 8:30 am to 4:00pm.