

**UNIVERSITY OF SOUTH FLORIDA  
College of Visual and Performing Arts  
Events & Production Services**

**USE FEE RATE SCHEDULE**

**Revised July 1st, 2009  
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/Closed Stage Rehearsal**. Requires a minimum of 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**. Requires a minimum of 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 3:** The Use of the facility for a **Performance** activity. Requires additional lighting and other technical needs. May require special set and staging items. Requires a minimum of 2 tech staff and 1 lobby staff. Additional staffing and services as required.

**Facility Use Rate Schedule**

In addition to the Facility Use Rate, all users will 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.

**TYPE: P – For-Profit User**

*NON-University Related Organization, Group, or Individual<sup>1</sup>*

Hourly rate (Daily max 14 hours & 4 hour minimum)	Facility Use Rate Schedule					
	Faculty Studio	Small Classroom	Theatre 1 Lobby	Music Recital Hall Large Classroom Teaching Studio	Theatre 2 (THR)	Theatre 1 (TAT)
Level 1:	6.00	12.00	---	24.00	36.00	48.00
Level 2:	---	---	24.00	48.00	72.00	96.00
Level 3:	---	---	---	96.00	144.00	192.00

**TYPE: N – Non-Profit Arts Organization<sup>2</sup>**

*NON-University Related Organization, Group, or Individual<sup>1</sup>*

Hourly rate (Daily max 14 hours & 4 hour minimum)	Facility Use Rate Schedule					
	Faculty Studio	Small Classroom	Theatre 1 Lobby	Music Recital Hall Large Classroom Teaching Studio	Theatre 2 (THR)	Theatre 1 (TAT)
Level 1:	6.00	6.00	---	12.00	18.00	24.00
Level 2:	---	---	12.00	24.00	36.00	48.00
Level 3:	---	---	---	36.00	54.00	72.00

**TYPE: U – University (Non-College of Visual & Performing Arts User)<sup>3</sup>**

*University Related Organization, Group, or Individual<sup>1</sup>*

Hourly rate (Daily max 14 hours & 4 hour minimum)	Facility Use Rate Schedule					
	Faculty Studio	Small Classroom	Theatre 1 Lobby	Music Recital Hall Large Classroom Teaching Studio	Theatre 2 (THR)	Theatre 1 (TAT)
Level 1:	---	---	---	6.00	11.00	17.00
Level 2:	---	---	11.00	11.00	22.00	33.00
Level 3:	---	---	---	17.00	33.00	50.00

**TYPE: C – College of Visual & Performing Arts User<sup>3</sup>**

*College of Visual & Performing Arts Related Organization, Group, or Individual<sup>1</sup>*

No Hourly Rate All Levels	Facility Use Rate Schedule					
	Faculty Studio	Small Classroom	Theatre 1 Lobby	Music Recital Hall Large Classroom Teaching Studio	Theatre 2 (THR)	Theatre 1 (TAT)
	---	---	---	---	---	---

**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.

<sup>1</sup> University persons, groups, or organizations desiring to use space for non-University events or activities are considered to be a Non-University user.

<sup>2</sup> Non-Profit status is determined by United States Tax Code classification 501c3. Proof of status is required.

<sup>3</sup> Non-College status is determined by the budgetary unit that is ultimately responsible for the charges incurred.

**UNIVERSITY OF SOUTH FLORIDA**  
**College of Visual and Performing Arts**  
**Events & Production Services**

**USE FEE RATE SCHEDULE**

**Revised July 1st, 2009**

**Equipment Fees**

**Required Labor Charges**

Reference the USF Policy and Procedures Manual

Use of University Space (all inclusive) Revised

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

**BASIC CHARGES**

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

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

Includes Conventional Lighting, House Speakers/Stage Monitors, 6 Headsets, CD/Minidisk/Computer Playback/Bounce, Legs, Borders, and Main

	<b>Conference Room</b>			<b>Music Recital Hall</b>		
	<b>Seminar Room</b>			<b>Large Classroom</b>		
<b>Facility:</b>	<b>Faculty Studio</b>	<b>Small Classroom</b>	<b>Theatre 1 Lobby</b>	<b>Teaching Studio</b>	<b>Theatre 2 (THR)</b>	<b>Theatre 1 (TAT)</b>
<b>Charge:</b>	10.00	10.00	10.00	75.00	150.00	200.00

**Equipment Charge (Daily Charge) For Types P, N, & U**

				<b>Music Recital Hall</b>		
				<b>Large Classroom</b>		
<b>Daily rate</b>	<b>Faculty Studio</b>	<b>Small Classroom</b>	<b>Theatre 1 Lobby</b>	<b>Teaching Studio</b>	<b>Theatre 2 (THR)</b>	<b>Theatre 1 (TAT)</b>
<b>(Performance &amp; Tech</b>						
<b>Rehearsal days only)<sup>4</sup></b>	---	---	---	25.00	50.00	50.00
<b>Charge:</b>						

**Equipment Charge (Daily Charge) For Type C**

				<b>Music Recital Hall</b>		
				<b>Large Classroom</b>		
<b>Daily rate</b>	<b>Faculty Studio</b>	<b>Small Classroom</b>	<b>Theatre 1 Lobby</b>	<b>Teaching Studio</b>	<b>Theatre 2 (THR)</b>	<b>Theatre 1 (TAT)</b>
<b>(Performance &amp; Tech</b>						
<b>Rehearsal days only)<sup>4</sup></b>	---	---	---	10.00	20.00	20.00
<b>Charge:</b>						

**Required Labor Charge (All Users except Type: C)**

	<b>Conference Room</b>			<b>Music Recital Hall</b>		
	<b>Seminar Room</b>			<b>Large Classroom</b>		
<b>Facility:</b>	<b>Faculty Studio</b>	<b>Small Classroom</b>	<b>Theatre 1 Lobby</b>	<b>Teaching Studio</b>	<b>Theatre 2 (THR)</b>	<b>Theatre 1 (TAT)</b>
<b>Level 1:</b>	18.00	18.00	16.00	18.00	18.00	18.00
<b>Level 2:</b>	---	---	---	34.00	34.00	34.00
<b>Level 3:</b>	---	---	---	49.00	49.00	49.00

**ADDITIONAL CHARGES:**

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

**Special Equipment**

<b>Marley Dance Floor</b>			<b>Acoustical Shell/Risers</b>		
Equipment Fee	100.00		Equipment Fee	50.00	
Dance Floor	100.00	each day	Shell Panels	25.00	each per day
Setup/Strike Labor	100.00		Setup/Strike Labor	25.00	
<b>Black or White Scrim</b>			<b>Podium</b>		
Equipment Fee	75.00	each per contract	Equipment Fee	10.00	each per contract
<b>9' Grand Piano (tuning extra)</b>			<b>Upright Rehearsal Piano (tuning extra)</b>		
Equipment Fee	100.00	Tuning Extra	Equipment Fee	50.00	Tuning Extra
Use	25.00	each day	Use	25.00	each day

**Additional Lighting Equipment**

<b>Single Gobo Rotator</b>			<b>Double Gobo Rotator/Film FX</b>		
Equipment Fee	25.00	each per contract	Equipment Fee	50.00	each per contract
<b>Follow-Spots</b>					
Equipment Fee	50.00	1 rehearsal/2 shows			
	25.00	per additional show			

**Additional Sound Equipment**

<b>Wireless Microphone</b>			<b>SM58 Microphone</b>		
Equipment Fee	35.00	each per contract	Equipment Fee	10.00	each per contract
<b>Floor Microphone</b>			<b>Microphone Stands</b>		
Equipment Fee	10.00	each per contract	Equipment Fee	5.00	each per contract

**Projection Equipment**

<b>LCD Projector-Sharp</b>			<b>Computer/DVD Player</b>		
Equipment Fee	100.00	1 rehearsal/2 shows	Equipment Fee	25.00	each per contract
	25.00	per additional show			
<b>Black Out Device</b>			<b>Keystrokes-Projector Control System</b>		
Equipment Fee	10.00	each per contract	Equipment Fee	25.00	each per contract

**ADDITIONAL CHARGES CONTINUED:**

**Special Effects**

<b>Fogger</b>	Equipment Fee	75.00	1 rehearsal/2 shows	<b>Hazer or Bubble</b>	Equipment Fee	50.00	1 rehearsal/2 shows
		25.00	per additional show			25.00	per additional show
<b>Flame Pots</b>	Equipment Fee (Includes 3)	25.00	each per contract	<b>Disco Ball &amp; Motor</b>	Equipment Fee	25.00	each per contract
<b>Confetti Electric</b>	Equipment Fee	50.00	each per contract	<b>Confetti Manual</b>	Equipment Fee	25.00	each per contract
	Confetti	5.00	5.00		Confetti	5.00	5.00
	C02 Cartridge	5.00	5.00		C02 Cartridge	5.00	5.00

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

**Other Charges**

Parking Permits	as billed	Daily:\$2.00 in advance; \$4.00 In Lot; Weekly and Monthly Rates available
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	125.00	Single tuning; each tuning is billed separately
Sales Tax	as billed	7% of total rentals, fees and reimbursable expenses for all Type P rentals (For Profit Organizations)

**Ticket Sales**

(College of The Arts Type: N and Type: P ticketed events require the use of Reserved Seating)

<b>Type of Sale:</b>	<b>Event Management Fee:</b>	<b>Ticket Master Fee:</b>	<b>Event Labor (CASHIER) Set-up Charges:</b>	<b>Additional Charges:</b>	<b>Total:</b>
Consigned Tickets	0.40 (per ticket)	0.10 (per ticket)	\$26 (plus FICA/UWA)	None	.50 per ticket + Cashier Set-up
College of The Arts Box Office:	0.50 (per ticket sold)	0.10 (per ticket sold)	\$26 (plus FICA/UWA)	Cashier for Daily Box Office Sales	.60 per ticket + Cashier Set-up
TicketMaster Sales:	0.60 (per ticket sold)	0.10 (per ticket sold)	\$39 (plus FICA/UWA)	TicketMaster Fees	.70 per ticket + Cashier Set-up/TicketMaster Fees

**Additional Staff Charges per hour (16 hour maximum)**

30 minute break each 8 hours & 1 hour meal break over 8 hours.  
Overtime over 8 hours per day @ 1.5  
Labor will be billed at flat rate for Types P, N, & U.

Stage Steward	18.00	Carpenter	14.00	Cashier	13.00
House Manager	16.00	Electrician/Sound	15.00	House Staff	11.00

**Weekly/Long-Term Rates**

Events utilizing a space for more than five consecutive days or for more than forty hours will be charged sixty percent (60%) of standard rate for that space beginning with the sixth day or forty-first hour. The initial period will be charged the standard rate. Events utilizing performance/rehearsal spaces (TAT, THR, FAH101, etc.) as a primary performance space will be charged sixty percent (60%) of standard rate for other spaces used in conjunction with the primary performance space for the full term of the occupancy.

\*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.

**EXAMPLES**

1) Dance Studio Recital: Theatre 1 - Single Performance Facility  
 Prep; Setup/Rehearsal (12 hours); Performance (6 hour  
 minimum)

Type N	Prep	Rehearse	Performance
Level 1			
Level 2		1,200.00	
Level 3	150.00		900.00
Facility Total			<b>2,250.00</b>
<b>Special Equipment</b>			
Marley Floor	200.00	150.00	150.00
Acoustic Shell			
Piano			500.00
<b>Additional Hours</b>			
Add'l Tech & House Staff would be required.			
Tech	3 x 4 x 12.50 150.00	2 x 6 x 12.50 150.00	2 x 6 x 12.50 150.00
House			5 x 4 x 8.00 160.00
Cashier			2 x 4 x 9.00 72.00
SubTotals	150.00	150.00	382.00
TOTAL			<b>\$ 3,432.00</b>

2,400.00  
43.00% increase

2) Dance Studio Recital: Theatre 1 - Single Performance Type A:  
 Non Profit Prep: Setup/Rehearsal (6 hours); Performance (4  
 hour minimum) All same day

Type A	Prep	Setup/Reh	Performance
Level 1			
Level 2		300.00	
Level 3	150.00		300.00
Facility Total			<b>750.00</b>
<b>Special Equipment</b>			
Marley Floor	200.00		150.00
Acoustic Shell			
Piano			350.00
<b>Additional Hours</b>			
Add'l Tech & House Staff would be required.			
Tech	1 x 2 x 12.50 25.00	0 x 4 x 12.50	1 x 6 x 12.50 75.00
House			4 x 4 x 8.00 128.00
Cashier			2 x 4 x 9.00 72.00
SubTotals	25.00	-	275.00
TOTAL			<b>\$ 1,400.00</b>

1,250.00  
12.00% increase

3) Dance Studio Recital: Theatre 1 - Multiple Performance Type A:  
 Non Profit Prep: Setup/Rehearsal (8 hours); Performance (4 hour  
 minimum) x 2 - 3 day occupancy; Reception in Lobby after 1  
 performance

Type A	Prep	Setup/Reh	Performance
Level 1			
Level 2	30.00	400.00	
Level 3	150.00		600.00
Facility Total			<b>1,180.00</b>
<b>Special Equipment</b>			
Marley Floor	200.00	100.00	300.00
Acoustic Shell			
Piano			600.00
<b>Additional Hours</b>			
Add'l Tech & House Staff would be required.			
Tech	1 x 2 x 12.50 25.00	1 x 8 x 12.50 100.00	1 x 8 x 12.50 75.00
House			4 x 4 x 8.00 128.00
Cashier			2 x 4 x 9.00 72.00
SubTotals	25.00	100.00	275.00
TOTAL			<b>\$ 2,180.00</b>

2,000.00  
9.00% increase

4) Music Studio Recital: Theatre 1 - Single Performance Type  
 A: Non Profit Prep: Setup/Rehearsal (2 hours); Performance (4  
 hour minimum) All same day

Type A	Prep	Setup/Reh	Performance
Level 1			
Level 2		100.00	
Level 3	150.00		300.00
Facility Total			<b>550.00</b>
<b>Special Equipment</b>			
Marley Floor			
Acoustic Shell			
Piano	75.00		25.00
SubTotals			100.00
TOTAL			<b>\$ 750.00</b>

600.00  
25.00% increase

5) Music Studio Recital: Theatre 1 - Single Performance Type  
 U: Non Profit Prep: Setup/Rehearsal (2 hours); Performance (4  
 hour minimum) All same day

Type A	Prep	Setup/Reh	Performance
Level 1			
Level 2		80.00	
Level 3	150.00		240.00
Facility Total			<b>470.00</b>
<b>Special Equipment</b>			
Marley Floor			
Acoustic Shell			
Piano	75.00		25.00
SubTotals			100.00
TOTAL			<b>\$ 670.00</b>

550.00  
21.82% increase

**BTP EXAMPLES**

7) Broadway Theatre Project (2002 usage)										Room	40% Multi-Day	Adjusted
Type A	Number Days	Number Hrs	per hour	Prep Charges	Level 1	Level 2	Level 3	Total	Adjustment	Total		
Theatre 1 Lobby	Level 2	21 days	16.0	-	30.00	-	-	30.00	-	30.00		
Theatre 1	Level 1	18 days	16.0	25.00	150.00	7,200.00	-	7,350.00	(2,880.00)	4,470.00		
Theatre 2	Level 1	12.7 days	16.0	20.00	100.00	4,064.00	-	4,164.00	(1,625.60)	2,538.40		
Theatre 2	Level 3	.3 day	4.0	60.00	-	-	240.00	240.00	-	240.00		
FAD105	Level 1	18 days	16.0	15.00	50.00	4,320.00	-	4,370.00	(1,728.00)	2,642.00		
FAD107	Level 1	18 days	16.0	15.00	50.00	4,320.00	-	4,370.00	(1,728.00)	2,642.00		
FAD304	Level 1	18 days	16.0	15.00	50.00	4,320.00	-	4,370.00	(1,728.00)	2,642.00		
TAR120	Level 1	7 days	16.0	15.00	50.00	1,680.00	-	1,730.00	(672.00)	1,058.00		
TAR130	Level 1	18 days	16.0	15.00	50.00	4,320.00	-	4,370.00	(1,728.00)	2,642.00		
TAR222	Level 1	12 days	16.0	10.00	15.00	1,920.00	-	1,935.00	(768.00)	1,167.00		
FAH107	Level 1	18 days	12.0	10.00	15.00	2,160.00	-	2,175.00	(864.00)	1,311.00		
FAH22x	Level 1	18 days	12.0	5.00	10.00	1,080.00	-	1,090.00	(432.00)	658.00		
FAH22x	Level 1	18 days	12.0	5.00	10.00	1,080.00	-	1,090.00	(432.00)	658.00		
FAH22x	Level 1	18 days	12.0	5.00	10.00	1,080.00	-	1,090.00	(432.00)	658.00		
					590.00	37,544.00	-	240.00	38,374.00	(15,017.60)	<b>23,356.40</b>	
<b>Special Equipment</b>												
TAT Piano	Level 2	18 days	1	per day 25.00	75.00	450.00	-	525.00	-	525.00		
THR Piano	Level 2	13 days		25.00	75.00	325.00	-	400.00	-	400.00		
					150.00	775.00	-	925.00	-	<b>925.00</b>		
										<b>\$ 24,281.40</b>		
										23,710.00		
										2.41% increase		

7) Broadway Theatre Project (2002 usage)										Room	33% Multi-Day	Adjusted
Type A	Number Days	Number Hrs	per hour	Prep Charges	Level 1	Level 2	Level 3	Total	Adjustment	Total		
Theatre 1 Lobby	Level 2	21 days	16.0	-	30.00	-	-	30.00	-	30.00		
Theatre 1	Level 1	18 days	16.0	25.00	150.00	7,200.00	-	7,350.00	(2,376.00)	4,974.00		
Theatre 2	Level 1	12.7 days	16.0	20.00	100.00	4,064.00	-	4,164.00	(1,341.12)	2,822.88		
Theatre 2	Level 3	.3 day	4.0	60.00	-	-	240.00	240.00	-	240.00		
FAD105	Level 1	18 days	16.0	15.00	50.00	4,320.00	-	4,370.00	(1,425.60)	2,944.40		
FAD107	Level 1	18 days	16.0	15.00	50.00	4,320.00	-	4,370.00	(1,425.60)	2,944.40		
FAD304	Level 1	18 days	16.0	15.00	50.00	4,320.00	-	4,370.00	(1,425.60)	2,944.40		
TAR120	Level 1	7 days	16.0	15.00	50.00	1,680.00	-	1,730.00	(554.40)	1,175.60		
TAR130	Level 1	18 days	16.0	15.00	50.00	4,320.00	-	4,370.00	(1,425.60)	2,944.40		
TAR222	Level 1	12 days	16.0	10.00	15.00	1,920.00	-	1,935.00	(633.60)	1,301.40		
FAH107	Level 1	18 days	12.0	10.00	15.00	2,160.00	-	2,175.00	(712.80)	1,462.20		
FAH22x	Level 1	18 days	12.0	5.00	10.00	1,080.00	-	1,090.00	(356.40)	733.60		
FAH22x	Level 1	18 days	12.0	5.00	10.00	1,080.00	-	1,090.00	(356.40)	733.60		
FAH22x	Level 1	18 days	12.0	5.00	10.00	1,080.00	-	1,090.00	(356.40)	733.60		
					590.00	37,544.00	-	240.00	38,374.00	(12,389.52)	<b>25,984.48</b>	
<b>Special Equipment</b>												
TAT Piano	Level 2	18 days	1	per day 25.00	75.00	450.00	-	525.00	-	525.00		
THR Piano	Level 2	13 days		25.00	75.00	325.00	-	400.00	-	400.00		
					150.00	775.00	-	925.00	-	<b>925.00</b>		
										<b>\$ 26,909.48</b>		
										23,710.00		
										13.49% increase		