

Room Rental Rates

Room	Capacity	Full Day Rate	Half-day Rate (4 hours or less)
Conference room	5 – 15	\$200	\$125
Small classroom	49 or less	\$400	\$225
Large classroom	50 or above	\$750	\$400
Parramore Room	30	\$925	\$450
DPAC 106A, 106B, or 169AB	90 – 100	\$1250	\$750
Moot Court	92*	\$1500	\$800
DPAC 106AB	180	\$2000	\$1100

**Denotes fixed seating*

Event requests must be received at least 45 days before the requested event.
Submit requests using the following form:

<https://ucfdt.wufoo.com/forms/space-reservation-special-request-form/>

Please allow 8-to-10 business days for us to review and respond to any requests.

Additional Fees

Item	Rate
Weekend Fee	\$1000 per day
Parking	\$5/day per person Request event parking here: https://parking.ucf.edu/events-parking/
AV/Tech Support	Request here: https://oir.ucf.edu/services/events/
Security Fee	\$30/hour, if applicable
UCF Police Fee	Request here: https://police.ucf.edu/contact-us/forms-requests/

All rates are subject to change. A service fee of 18% and a sales tax of 2.5% will be added to the final charge. No discounts will be provided for the additional fees or the service fee. Sales tax may only be waived if a Florida tax exempt form is provided prior to the final invoice, otherwise no discount will be applied.

Rental Policies

University sponsored events for outside organizations **must** be affiliated with the sponsor; the sponsor must have an active role in the outside organization and be actively participating with the organization in the event. There will be a fine of 50% of the total charge to the UCF sponsor for any events held by outside organizations that are improperly labeled and charged as a UCF sponsored event.

Events spanning over multiple days will receive the appropriate charges for the number of days the event is held in relation to the Room Rate and Additional Fee prices quoted above.

The campus is closed on the following holidays: New Year's Eve, New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Veterans Day, Labor Day, Thanksgiving break, and Holiday break. Events will not be booked during periods when campus is closed.

For the 2024 – 2025 school year, the following dates are unavailable due to Academic Activities: Weeks of Welcome (August 15th to August 30th), Final Exams (December 1st to December 7th and April 22nd to April 29th), Spring Break (March 17th to March 22nd).

Dates **cannot** be held, and events will not be confirmed until a signed contract is received.

Events that are cancelled within 30 days of the event will be held liable for 50% of the cost of the invoice. UCF reserves the right to cancel any event registration at UCF's discretion. Any funds collected will be returned if UCF elects to cancel the reservation.

All charges are subject to an 18% service fee and 2.5% state sales tax. Tax-exempt organizations must provide proper documentation before the event for sales tax to be removed from the final invoice. Events on Saturday or Sunday will be charged a weekend rate per day (listed above).

To ensure all food service standards and insurance requirements are met, it is mandatory that food caterers provide UCF with a copy of their insurance listing UCF as additionally insured. Additional housekeeping fees will apply for any events that serve food or drinks.

All events on campus that meet the definition of a potentially hazardous event including those sponsored by staff, faculty, departments/offices, registered student organizations and outside organizations must complete the SAFE form.