

## SUNY POLYTECHNIC INSTITUTE: UNIVERSITY AND CONFERENCING VENUE FEES (2024)

Location/Building/Capacity	Per Hour Rate	*Full Day Rate (5+ Hours)
<b><u>Cayan Library (CL)</u></b>		
CL Mele Room (50)	\$60.00	\$300.00
CL Lanigan Room (25)	\$50.00	\$250.00
CL 1 <sup>st</sup> Floor Conference Room (15)	\$30.00	\$150.00
CL Ted Max Room (10)	\$25.00	\$125.00
<b><u>Campus Center (CC)</u></b>		
CC Gymnasium (Currently Offline)	N/A	N/A
CC Dining Hall 1 <sup>st</sup> Floor (Summer/Breaks Only)	\$90.00	\$450.00
CC Dining Hall 2 <sup>nd</sup> Floor (Summer/Breaks Only)	\$50.00	\$250.00
CC Aerobics Room	\$50.00	\$250.00
CC Alumni Pavilion	\$50.00	\$250.00
CC Racquetball Court	\$40.00	\$200.00
<b><u>Kunsela Hall (KH)</u></b>		
KH A112 (Capacity 241)	\$80.00	\$400.00
Admissions Conference Room (Capacity 50)	\$50.00	\$250.00
KH A129 (Capacity 70)	\$50.00	\$250.00
KH A225/A227 (Capacity 10)	\$30.00	\$150.00
<b><u>Student Center (SC)</u></b>		
SC Multi-Purpose Room Full (Capacity 300)	\$90.00	\$450.00
SC Multi-Purpose Room #1 (Capacity 200)	\$80.00	\$400.00
SC Multi-Purpose Room #2 (Capacity 100)	\$70.00	\$350.00
SC Theater (Capacity 49)	\$60.00	\$300.00
<b><u>Wildcat Field House (FH)</u></b>		
FH Gym (Capacity 3,500)		
Full	\$560.00	\$2,800.00
Half	\$280.00	\$1,400.00
Individual Courts or Track Only	\$120.00	\$600.00
FH Turf	\$150.00	\$750.00
FH Multi-Purpose Room	\$70.00	\$300.00
<b>Other:</b> Parking Lots	\$240.00	\$1,200.00
Baseball and Soccer Fields	\$90.00	\$450.00
Lecture Halls/Computer Labs	\$50.00	\$250.00
Outdoor Patios	\$40.00	\$200.00
Classrooms, Lobbies, Grounds	\$30.00	\$150.00

**Additional Charges:** *Prevailing wage rates, and administrative fees, will be applied where applicable for services including, but not limited to, maintenance, audio-visual, IT, catering, and University Police.*

**To reserve space at SUNY Poly, or for more information, please contact University Conferencing and Events at [events@sunypoly.edu](mailto:events@sunypoly.edu) or call (315) 792-7549.**

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*\*Full day rates are based on 5 or more hours of use (no more than 10 hours per day), between the hours of 8am-10pm, and are subject to space availability. Any use outside of these parameters will be billed at the hourly rate. The College reserves the right to limit the hours of use for groups utilizing the Daily Rate.*

### **RESERVATION CANCELLED WITHIN:**

30 days prior to scheduled event  
21 days prior to scheduled event  
Less than 21 days prior to scheduled event

### **SECURITY DEPOSIT REFUND**

100% refund  
75% refund  
No refund

### **For events scheduled less than 30 days in advance, the following refund schedule shall apply:**

26 days prior to scheduled event 100% refund  
21 days prior to scheduled event 75% refund  
Less than 21 days prior to scheduled event No refund

### **Venue Request Fee Waivers/Discounts:**

*The following considerations are applicable as indicated for venue use at SUNY Polytechnic Institute.*

#### **For Profit Organizations:**

1. No discount. Venue use will be charged at 100%.
2. Additional applicable charges will be assessed per policy.

#### **Not for Profit Organizations:**

1. 25% off venue fee.
2. Applicable charges will be assessed on a case-by-case basis.

#### **Oneida County Government and its Agencies:**

1. 25% off venue fee.
2. Applicable charges will be assessed on a case-by-case basis.

#### **Other Governmental Agencies:**

1. 25% off venue fee, for occasional use.
2. Applicable charges will be assessed on a case-by-case basis.

#### **Employees of SUNY Polytechnic Institute:**

1. 25% off venue fee.
2. Applicable charges will be assessed on a case-by-case basis.

#### **Oneida, Madison, and Herkimer County Central School Districts:**

1. 50% off venue fee.
2. Applicable charges will be assessed on a case-by-case basis.

#### **NYS Departments:**

1. No room rental charges will be assessed.
2. Applicable charges will be assessed on a case-by-case basis.

#### **SUNY Polytechnic Institute Foundation Donors:**

1. At the discretion SUNY Poly, no room rental charges will be assessed, unless otherwise negotiated.
2. Applicable charges will be assessed on a case-by-case basis.

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