**CAPACITY**

<table>
<thead>
<tr>
<th>EVENT SPACE</th>
<th>TOTAL SQ FT</th>
<th>DIMENSION L X W</th>
<th>CEILING HEIGHT</th>
<th>THEATER STYLE</th>
<th>CLASS ROOM</th>
<th>HOLLOW SQUARE</th>
<th>BANQUET (B)</th>
<th>RECEPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>President’s Hall</td>
<td>2,400</td>
<td>40’ x 60’</td>
<td>14’</td>
<td>150</td>
<td>–</td>
<td>–</td>
<td>100</td>
<td>–</td>
</tr>
<tr>
<td>Veranda</td>
<td>1,120</td>
<td>40’ x 28’</td>
<td>10’</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>72</td>
<td>–</td>
</tr>
</tbody>
</table>

**PRICING**

<table>
<thead>
<tr>
<th>EVENT SPACE</th>
<th>USU AFFILIATED, CAMPUS GROUPS</th>
<th>EXTERNAL GROUPS, NON-UNIVERSITY</th>
<th>AMENITIES INCLUDED WITH THE ROOM RENTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HALF DAY</td>
<td>FULL DAY</td>
<td>HALF DAY</td>
</tr>
<tr>
<td>President’s Hall</td>
<td>$280</td>
<td>$350</td>
<td>$490</td>
</tr>
<tr>
<td>Veranda</td>
<td>$130</td>
<td>$130</td>
<td>$200</td>
</tr>
</tbody>
</table>

Procedures and rates are subject to change without notice. Utah State University reserves the right to alter services and fees based on the size and scope of the event.
POLICIES & USAGE GUIDELINES

A. University Colleges / Departments — University may schedule the President’s Hall through Event Services Central Reservations.
   a. These entities will be charged space rental that includes the cost to configure the room and provide basic AV.
   b. If the renting entity wants multiple configurations during the rental period, there is a $120 changeover cost for each.
   c. Any request for goods or services beyond standard room configuration and AV (eq., linens, will be charged at actual cost).
   d. Outside catering is permitted. Renting entities will be charged cleaning cost for caterers who fail to clean service areas or if excessive custodial work is required to return the space to rentable use.
   e. Entities will provide a form of payment at the time of booking. To ensure all units have an equal opportunity to reserve space, the reservation amount is due at the time of booking.
   f. Cancelations within thirty days (30) days of the event will forfeit the reservation amount.
   g. All equipment and AV will be set up and taken down by Event Services.

B. Non-University Entities — External groups and/or guests of the University schedule the David B. Haight Center through Event Services Central Reservations.
   a. External groups will be required to enter into contractual agreement with the University through Event Services.
   b. All space rental, labor, goods, or services will be charged.
   c. A deposit is required to hold the space and payment in full is expected before the event.
   d. Event Services extends a $100 discount to current college students and employees.
   e. If the renting entity wants multiple configurations during the rental period, there is a $120 changeover cost for each configuration change.
   f. Wedding rentals include
      1. Reception hall, bride’s room, patio, and garden area
      2. Initial set up and final cleanup for the event; additional set-ups will be charged a $120 change fee

C. Alumni Relations Event Services allows Central Alumni Relations to schedule and use the DBHC. As with all events, Event Services will track and record all costs related to activities held in the DBHC.

D. Institute of Government and Politics, (IOGP) — As a co-partner in the DBHC and by agreement, the IOGP:
   a. IGOP generally has scheduling priority for the Board Room. The administrative assistant will use EMS to record the Board Room scheduling. Event Services may also schedule the Board Room for meeting with IOGP approval.
   b. When a wedding is scheduled, use of the Board Room will be restricted to ensure unimpeded access to the Bridal Room.
   c. IOGP will schedule use of the President’s Hall through Event Services Central Reservations.
   d. Event Services will notify the IOGP of weddings being contemplated Mon- Thurs.
   e. Event Services will not charge the IOGP for use of the President’s hall. Event Services will track all costs associated with activities and ensure the Event Services Director receives a summary for these activities.

3. Banquet chairs, 60” round tables, 6’ and 8’ rectangle or serpentine buffet tables
4. 32” round or 4x4 square cake table, guest book/display table
5. Furniture in the lounge, grand piano, and use of fireplace
6. Lighted pergola with louvres
7. Floor and/or table easels
8. Screen, projector, laptop computer
9. Black metal arbor