MassArt has established a flat rate for each space on campus. Parties requesting space will be assigned a rate classification upon first rental in accordance with the following. Requests for reclassification and any supporting documentation must be received in writing and approved by a committee appointed by the Executive Vice President for Administration and Finance a minimum of 120 days prior to the parties' subsequent booking date.

Classification	Example	Discount
Internal; Internal Affiliate	Student, Faculty, Staff; Colleges of the Fenway, Boston Public Schools	100%
Institutional Affiliate	Consortium Partners, City/State Government	50%
MassArt Alumni*, Community Group, Arts Organization, Non-Profit**	Discover Roxbury, Arts All-State	25%
Corporate/Private (Other)	Converse	0%

*Alumni rate for personal events only; does not apply to Alumni-owned or affiliated companies/organizations
**Must furnish IRS 501(c)(3) tax-exempt certification on or before contract due date

- Parking at MassArt may be requested but is not guaranteed.

- College Employees may reserve space at the Internal Rate for college administrative or academic business only. Use of campus facilities for personal or private use without payment of rental fees is expressly prohibited.

- All use of MassArt facilities by non- MassArt groups is subject to user fees to cover maintenance, security, technical/audio-visual, parking and other costs. If the user requires special services or event equipment from the college, such as furniture rental, additional charges may be made for these services.

- Personnel coverage will be assessed by their respective offices and coordinated by CVE at the following rates, which are subject to a four-hour minimum:

Internal CST only – Public Safety, Maintenance, Trades:	Time-and-a-half; salary based
Internal CST only – Auditorium and Lecture Hall Audio/Visual:	$25/hr
External Public Safety:	$60/hr
External Maintenance:	$60/hr
External Trades:	$70/hr
External A/V:	$40/hr
Gallery Attendants:	$20/hr

- Upon request for use of MassArt facilities, an estimate of charges will be provided and the user notified in writing through the Facility Use Agreement. Rates for facilities will be assessed according to the specific facility used and the program's level of priority. Invoices will be rendered based on actual use and charges post-event, and due within 30 days of the event date.

⭐ No exchange of goods or services may be supplemented in lieu of rental or other fees unless otherwise arranged for and approved by the Executive Director of Administration and Finance.

- Any damage to college property will result in an additional charge to the user. All designated department members involved will determine any additional charges (i.e. Facilities, Technicians, etc.). The responsible party may receive more than one invoice if it is determined that more than one department is seeking payment. Also, use of the University's facilities in the future will have to be reassessed. The Director of College and Visiting Events will notify the user in writing of the determination with a final decision.

ROOM FEES

Capacities are subject to room set up/configuration (~max capacity).
Default set up – how you will find it unless otherwise specified - is noted in **bold**.
Set ups listed are what can be achieved using a room's existing furniture. Special accommodations or furniture rentals may be necessary to achieve the desired outcome and must be arranged with College and Visiting Events prior to reservation confirmation.

Building	Room	Set Up (Capacity)	Rental Fee*
Design and Media Center	Atrium	Custom (~368) **Open Room (368)**	$2000/4 hours
Design and Media Center	Atrium *(Reception only)*	Custom (~368) **Open Room (368)**	$500/4 hour maximum
Design and Media Center	Classroom (General)/ Project Room	**Classroom (25)**	$125/4 hours
Design and Media Center	Huntington Room	Banquet (80) Circle of Chairs (40) Classroom (40) **Conference (30)** **Lecture (40)** Open Room (100) Open Square (30) U-Shape (25)	$300/4 hours
Design and Media Center	Lecture Hall	**Lecture (128)**	$500/4 hours
North Hall	Pozen Center	Banquet (250) Custom (~400) Lecture (325) **Open Room (400)**	$2,000/4 hours
South Hall	Bakalar/Paine Galleries *(Reception only)*	Subject to Exhibition	$1,000/4 hour maximum
Tower Building	Alumni Room	**Conference (18)**	$175/4 hours
Tower Building	Classroom (General)	**Classroom (25)**	$75/4 hours
Tower Building	Foundation Room	**Conference (8)**	$125/4 hours
Tower Building	President's Gallery *(Reception only)*	Banquet (75) Custom (~150) **Open Room (150)**	$500/4 hour maximum
Tower Building	Tower 201	Circle of Chairs (32) **Classroom (32)** Conference (32) Open Room (50) Open Square (32) U-Shape (24)	$125/4 hours
Tower Building	Tower 1101	Banquet (30) **Classroom (24)** Conference (24) Open Room (40) Open Square (24) U-shape (24)	$250/4 hours
Tower Building	Tower Auditorium	**Lecture (464)**	$750/4 hours

Building	Room	Set Up (Capacity)	Rental Fee
Tower Building, Kennedy Building	Info Table	Table (2)	$125/4 hours
Kennedy Building	Kennedy 406	Lecture (100)	$250/4 hours
Kennedy Building	Kennedy 261	Conference (8)	$75/4 hours
Kennedy Building	Kennedy Conference Room	Conference (22) Classroom (12)	$250/4 hours
Kennedy Building	Kennedy Combo Room	Banquet (80) Circle of Chairs (36) Classroom (36) Custom (~125) Conference (24) Lecture (65) Open Room (125) Open Square (24) U-Shape (24)	$300/4 hours
Kennedy Building	Student Life Gallery (Reception only)	Custom (~200) Open Room (200)	$500/4 hour maximum
All	General Use**	To be defined	$75 - $500/4 hours

A multiple-booking discount of 5% is applied when reserving three (3) or more rooms. *Full-price rentals only, may not be combined with any other rental discounts.*

* A minimum charge of four (4) hours applies to all rentals. Space is rented in four-hour increments.
** General Use space applies to most other areas of campus not defined herein and is to be the exception to the rule. Associated rates are determined at the sole discretion of the college.