

Facilities Rental Rates and Use Policies



www.denverseminary.edu/about-us/our-campus/conferences-and-events-inquiries

Facilities are available for rent to outside organizations (external clients) to hold conferences and similar meeting events at Denver Seminary's discretion according to the current fee schedule.

An external client is defined as any organization, group or individual whose work/mission does not pertain to Seminary business and whose revenue from the event (if any) does not go directly to Denver Seminary. External clients should complete the External Event Request Form on the Conferences and Events web page (www.denverseminary.edu/about-us/our-campus/conferences-and-events-inquiries) to request facilities use and send via email to events@denverseminary.edu.

Rental costs include use of the room(s), the standard set-up of chairs and tables in that room and routine janitorial services. Other services are described below, including technology services fees and room set up fees.

Facilities Rental Rates

Room	Hourly Rate (Up to 6 Hours)	Maximum Daily Rate
Chapel – seats up to 275	\$75	\$450
Large Lecture Halls – seat up to 90	\$65	\$390
Small Lecture Halls – seat up to 70	\$50	\$300
Classrooms – seat up to 35-40	\$30	\$180
Board Room	\$50	\$300
Conference Rooms	\$25	\$150

Technology Services Fees

Room	Equipment Fee	Technician Fee
Chapel	Audio only: \$50/hour; \$300/day Video only: \$40/hour; \$200/day Audio & video: \$70/hour; \$400/day (day rate applies after 6 hours)	\$50/hour (requires technician operation)
Lecture Halls	\$25/hour; \$60/day* (day rate applies after 3 hours)	\$50/hour if not during the help desk schedule noted below
Classrooms	\$20/hour; \$50/day* (day rate applies after 3 hours)	\$50/hour if not during the help desk schedule noted below
Board Room	\$20/hour; \$50/day* (day rate applies after 3 hours)	\$50/hour if not during the help desk schedule noted below

* Includes set-up by technician during help desk support hours if technician operation of equipment is not required. Help desk schedule during fall and spring semesters only: Mon.-Thurs. 8am-7pm; Fri. 8am-5pm.

Set Up Fees

Room	Set Up Fees
Chapel	Set-up & tear-down of up to 10 (5') round tables with 8 chairs/ table - \$125 Set-up & tear-down of more than 10 (5') round tables with 8 chairs/table - \$150
Board Room	Tear-down and any reset with Board Room furniture - \$100
Lecture Halls, Classrooms and Conference Rooms	No set-up change is permitted.

Scheduling

- Events in classrooms can be scheduled only as far in advance as the end of the current academic year classroom use schedule.

Deposit and Payment

- A \$100 fee to hold the reservation and serve as the damage deposit is required per event within 10 business days of the date indicated on the Facility Use Agreement, emailed to confirm the reservation. The deposit can be paid by cash, check or credit card.
- The full balance on the Facility Use Agreement must be paid 5 business days prior to the event.

Certificate of Insurance

- A certificate of liability insurance must be provided by the client naming Denver Seminary as an additional insured for the event.

Janitorial

- Any clean-up work after the event beyond the normal janitorial routine will be billed against the damage deposit at \$50 per hour, with a minimum of a half hour.

Cancellations

- Cancellations can be made up to 48 hours prior to the event without penalty.
- Events cancelled within 48 hours of the event will result in forfeiture of the \$100 deposit.

Additional Policies

- No alcohol is permitted at events on Denver Seminary's campus.
- The use of candles is not allowed at outside client events.
- Denver Seminary has 10 white table cloths for the round tables that may be used for the price of \$10 per tablecloth.
- Reservation of the Chapel and Board Room kitchens comes with the rental price of each respective room.