

LEVIS FACULTY CENTER

919 W. Illinois Street, Urbana, IL 61801 Phone: 217-333-6241 FAX: 217-244-9367

www.levis.illinois.edu

SCHEDULE OF CHARGES

RENTAL CHARGES:

(University departments are exempt from room rental charges. Applies to all other groups/individuals.)

SET-UP & CLEAN-UP CHARGES

(Applies to everyone using the facilities)

1 st Floor:		Under 20 persons	\$35.00
Lobby	\$115.00		
Move Lobby Furniture	\$ 35.00	20 – 45 persons	\$40.00
Reading Room	\$135.00		
		46 – 75 persons	\$45.00
2 nd Floor:		76 – 125 persons	\$55.00
Main Area	\$300.00		
Music Room	\$135.00		
		126 – 175 persons	\$70.00
3 rd Floor	\$300.00		
		176 – 250 persons	\$100.00
4 th Floor:			
Rooms 402, 403, 404			
As one room	\$ 80.00		
2 adjacent rooms	\$ 65.00		
Separate-per room	\$ 45.00		

BUILDING SECURITY CHARGE: A fee of \$20.00 per hour will be assessed to groups using the Levis Faculty Center after 5:00pm weekdays and anytime on weekends. This fee is shared if more than one group is using the facilities.

FOOD SERVICE / BEVERAGE SERVICE: Catering is provided by our in-house and exclusive caterer, Classic Events Catering. They provide food and beverage service for all events held at the Levis Faculty Center. Classic Events operates the liquor license and can provide wine, beer, and other alcoholic beverages for your event. Exceptional food and service have been provided to users of the Levis Faculty Center for over 15 years. Catering information can be obtained by calling (217) 333-3435 or (217) 367-7118 or by visiting their website at www.classiceventscatering.com. No outside food or beverages may be brought in for any events.

DANCE FLOOR: The 2nd floor, main area, has a built-in dance floor (18' x 36'). There is no additional charge for use of this dance floor.

EQUIPMENT AVAILABLE: Small screens, whiteboards, flip charts, overhead projectors, stand-up lecterns, and table-top lecterns can be provided at no charge. Screen flex units (for poster sessions, etc.) are available for \$10.00 each. Our PA system is available for a \$50.00 rental charge (includes one microphone, amplifier, and 2 speakers). Additional microphones (up to a total of 4 microphones per PA system) can be rented for an additional \$10.00 each. Lapel microphones are also available upon request. Other equipment rental charges are as follows: LCD projector \$170.00 (no technical service provided), TV/VCR/DVD combination \$85.00, DVD player \$35.00. Please place your reservation for equipment in advance of your function. Same day requests may not be met depending on other scheduled events.

WIRELESS INTERNET: The building is equipped with two wireless access points. Anyone with a UIUC network ID will have access to the wireless system. If you do not have a UIUC network ID, please call the Levis office and a temporary guest pass can be arranged for you. Please make these arrangements in advance of your event. Same day requests may not be available.

PAYMENT: For your convenience, Levis accepts Visa and MasterCard payments. Non-University groups may be asked to prepay their charges. A non-refundable deposit of \$200.00 is required to reserve space for large events such as wedding receptions and registered student organization events. This deposit is applied toward the total charges. The balance of rental and set-up/clean-up charges is due no later than two weeks prior to the event. Lack of payment may result in the loss of deposit and room space. University departments will be sent an invoice after the event has taken place.

CANCELLATIONS: Cancellation of wedding receptions and other large events needs to be submitted to the Levis office no later than 2 weeks prior to the event to avoid full charges. Cancellation of other smaller venues needs to be submitted to the Levis office no later than 5 business days to avoid a cancellation fee.

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SPACES AVAILABLE, ROOM SIZES, AND ROOM ARRANGEMENTS

<u>Room</u>	<u>Approximate Size</u>	<u>Room Arrangement</u>
Reading Room (1st Floor)	28' x 28'	50 theatre style 24 conference style 21 U-shape conference style 30 classroom style 50 stand-up reception 40 served meal 32 buffet meal
2nd Floor (Main Area) Not a private space Seasonal outdoor patio Built-in dance floor	55' x 65'	120 theatre style 30 conference style 24 U-shape conference style 72 classroom style 200 stand-up reception 120 served meal 96 buffet meal
Music Room (2nd Floor)	29' x 29'	60 theatre style 30 conference style 21 U-shape conference style 36 classroom style 60 stand-up reception 48 served meal 32 buffet meal
3rd Floor	42' x 67'	250 theatre style 40 conference style 30 U-shape conference style 120 classroom style 250 stand-up reception 200 served meal 160 buffet meal
Rooms 402, 403, 404 (4th Floor) As one room	37' x 16'	50 theatre style 30 conference style 24 U-shape conference style 24 classroom style 30 stand-up reception 32 served meal 24 buffet meal
Rooms 402, 403, 404 (4th Floor) As separate rooms	13' x 16' (Room 402) 11' x 16' (Room 403) 13' x 16' (Room 404)	15 theatre style 8 conference style Interviews

NOTE: For social functions requiring a head table, buffet, or portable bar, additional space is required for set-up.

(effective 2/01/2009)