

Special Events and Scheduling Services Fee Chart

Group	Facility Rental Fee	Event Services Fee (15%)	Contract/Agreement Required	Certificate of Insurance Required	Physical Plant Labor, IT Equipment/ Support, Event Attendants, etc.
On-Campus Department					✓
Student Organization					✓
Co-Sponsorship	Waived*	✓	✓	✓	As determined by USI Dept/Student organization and external organization
External Groups (not sponsored by USI)	✓	✓	✓	✓	✓
IN Schools and KY reciprocity counties	Waived**	✓	✓	✓	✓
Non-Profit & Government Agencies	50% Discount	✓	✓	✓	✓
Employee (personal use)	20% Discount*	✓	✓	✓	✓

* See Special Events and Scheduling Services scheduling guidelines for more information.

** Indiana Schools and Kentucky Schools in Daviess, Hancock, Henderson, and Union Counties will not incur rental charges for events academic/educational in nature. Other events (dances, proms, etc.) will be assessed with fees applicable to external groups.