

# Morgridge Hall Room Rental Rates - Community

	Floor	Capacity	Setup Options	Half Day (Up to 4 hrs)	Full Day (4+ hours)
WARF Centennial Seminar Hub	7th	160	Classroom	\$800	\$1,600
			Pods		
			Lecture		
Full Atrium	7th	200	As is	\$920	\$1,840
East Atrium	7th	75	As is	\$460	\$920
West Atrium	7th	75	As is	\$460	\$920
WARF Centennial Terrace	7th	200	As is	\$920	\$1,840
Community Terrace	3rd	240	As is	\$920	\$1,840
Garden Atrium	Basement		As is	\$1,400	\$2,800
Courtyard	1st		As is	\$920	\$1,840
Classroom	Varies	30	Classroom	\$350	\$700
		25	Pods		
		20	Horseshoe		
Conference Room	Varies	20	Boardroom	\$350	\$700
Executive Conference Room	3rd	12	Boardroom	\$350	\$700

Fees listed above represent the room reservation fee, and the following are included: garbage removal, signage, basic event equipment (such as building-owned cocktail or long tables), and self-service A/V (projector, microphone, video conferencing).

## **Additional Fees & Policies**

Additional fees may include, but are not limited to, dedicated AV support requests, additional event equipment, custom room setups, special maintenance requirements, substantial removal of furniture, exhibit booths, special lighting, security personnel, and dedicated staff support or services such as crowd control, safety compliance, and facilities management, clean-up and repair resulting from misuse of facilities.

Weekend events are subject to approval and may incur additional custodial and staffing fees.

An event that requires a start time or end time (including setup/tear down time) outside of normal building hours that require additional staffing will be assessed a minimum fee of \$25/hr per staff member.

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## **Building Hours**

### **Spring Semester Hours**

- Monday-Thursday: 7:00am - 9:30pm.
- Friday: 7:00am - 7:00pm.
- Saturday: 12:00pm-7:00pm (Closed Badger Game Saturdays)
- Sunday: 12:00pm - 9:30pm.

### **Summer Hours**

- Monday- Sunday: 8a-8p

Building hours may change during holidays, Badger Football games, or other large-scale events at Camp Randall.

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Morgridge Hall event equipment and services are subject to availability. Please coordinate all resource and service needs with your event coordinator in advance. Additional setup fees may apply.