

Memorandum

TO: Campus Life Centers Facility Users
FROM: Melissa Scuccimarri-Pastor, Assistant Director for Event Services,
Campus Life Centers
SUBJECT: Campus Life Centers Usage Fees
DATE: September 27, 2024

The following Campus Life Centers Facility Usage Fees were approved for implementation effective for the 2024-2025 academic year. In general our rates remained the same from the 2023-2024 academic year with minor tweaks to our staffing and set up fees due to the minimum wage increase. We updated and enhanced our A/V equipment due to normal wear and tear, added new facilities/spaces to our existing footprint, as well as introduced a rate for reservation of the Club Hub Game Room. We are happy to announce that we are able to reduce our rate of stage rental for all users.

1. The Campus Life Centers is now accepting reservations for the East Side Dining Patio location. Users can request this space through the 25live reservation system.
2. The price of staging has decreased from a flat \$1400 to a set up fee and a price per piece of staging. We believe that this will allow more users to take advantage of this resource.
3. Users of our spaces can now request enhanced AV options such as a photobooth, DJ and uplighting directly through the 25live reservation. There is no longer a need to complete an additional form for these resources.

After surveying nearby universities and conference centers, we are confident that we offer a highly competitive pricing structure. We look forward to collaborating with you in the upcoming year. Please note that these rates will be effective as of October 1, 2024, for all events booked from that date onward.

If you have any questions regarding our rates, or how to book a space in the Student Activities Center, Stony Brook Union, deVries Center or Bauman C029, and East Side Dining Patio please feel free to contact the Campus Life Centers Scheduling team in suite 205 of the Union. We can be reached at 631-632-4591 or via email at CampusLifeCentersReservations@stonybrook.edu.

cc. Riccardo McClendon, Assistant Vice President and Dean of Students
Daniel Soszynski, Director of Campus Life Centers