

## Cooley Center Service & Equipment Rentals List

*The Cooley Center rental comes with a basic room set up, 2-6' tables, one easel, podium, mic and pc.*

Furnishings and Meeting Supplies		
Tablecloths White	\$6 each	
Tablecloths in Colors	\$10 each	
Napkins in White or Colors	\$1 each	
Poster Boards	\$15 each	
Sound System & Monitors		
Lobby Area Music	No charge	
Music in Main Room	No charge	
Use of Lobby Area Monitors	\$25.00	
Portable Sound System	\$100	
Audiovisual Equipment		
Lavaliere Microphone	\$10 each per day	
Wireless Handheld Microphone	\$10 each per day	Q & A Mic on Stand & Table Stands
LCD Projector/Screen	\$30 per day	
Dual LCD Projectors/Screens	\$50 per day	
Up Lights-Total of 4	\$10 each per day	
Audiovisual Services		2 week notice required
Teleconference Service-Guest Users	\$50.00 per day	Approval Form Required
Webcasting-Guest Users	\$100 per day	Approval Form Required
AV Recording- Guest Users	\$50 per day	Approval Form Required
Video Conferencing-Guest Users	\$100 per day	Approval Form Required
In-Room CCAV Technician		
Regular Hours (M-F, 8am-5pm)		Assistance Provided 8am-5pm
Extended Hours (all other hours)	Events after 5pm on M-F	or weekends \$70.00 per hour
Other Fees & Services		
Cooley Center Facilitator:	Events after 5pm on M-F or on weekends	\$45.00 per hour
<b>GDI Housekeeping Services for F &amp; B Events:</b> \$180.00 - 1 Attendant \$360.00 - 2 Attendants		
<b>Client to arrange services with GDI Services directly for food &amp; beverage functions for over 100 guests</b>		
<b>Contact GDI Services: 713-500-5950 to arrange for services for events w/ F &amp; B over 100 guests in attendance</b>		
Room Layout Change	\$100 per change	
Parking Validations	Contact: Parking Services at 713-500-3652	

**TULIP: Tenant User Liability Insurance Protection may need to be purchased for users without insurance coverage**

Additional Liquor Liability coverage is needed for UTHealth Houston Tenant Users for events where alcohol can be purchased (i.e. cash bar) and for events where non-UTHealth Houston guests will be in attendance.

The TULIP can be purchased for events through UTHealth Houston Systems at least two weeks prior to the event date.