

Memorandum

TO: Stony Brook University Campus Community
FROM: Gunston, Director Facilities Operations, Student Activities Center and Stony Brook Union
SUBJECT: SAC & SBU Facility Usage Fees
DATE: September 22, 2008

The following SAC & SBU Facility Usage Fees have been implemented for the 2008-2009 academic year. We are very happy to announce that all of our rates remain the same as last year. We have retained our traditional fee categories:

1. External Organization: events organized by a non-Stony Brook organization. An example is a trade show hosted on-campus.
2. SBU Internal Department: events organized by a recognized Stony Brook University department and intended for the Stony Brook University community.
3. Non-Profit, Government, and External Organization Sponsored by an Internal Department: events organized by a Stony Brook department on behalf of an external organization. An example is an academic department hosting a conference sponsored by a national organization. This category also applies to events organized by non-profit organizations or government agencies.
4. Student Organization: events sponsored by recognized student clubs and organizations. Programs offered by the Student Activities Board are examples of this category.

The only increase addresses an administrative account fee which our department is charged for all external revenue we collect. As such, any department wishing to pay using external funds (check, cash, or credit card) will be assessed the 10% administrative fee.

The rates continue to reflect the many improvements and renovations that we have made to the Student Activities Center and Stony Brook Union over the past year. These efforts include:

- Purchasing new tables and chairs.
- Adding new laptops, data projectors, and DVD players.
- Adding new shrubbery & flowers to complement our landscaping.
- Implementing a web-based reservations process.

Please feel free to contact the Office of Facilities Reservations at 631.632.4591 should you have any questions regarding our rate structure.