

Western Kentucky University

Downing Student Union Reservation Price Sheet

Area Being Reserved*	Students	Department	External WKU	External Non-WKU
Auditorium	\$25/hr	\$40/hr	\$60/hr	\$100/hr
Nite Class	\$20* \$10/hr**	\$40* \$15/hr**	\$100* \$30/hr**	\$120* \$40/hr**
Rec. Room	***	***	***	***
Small Room	\$0 \$5****	\$10	\$20	\$40
Medium Room	\$0 \$10****	\$20	\$40	\$80
Large Room	\$0 \$15****	\$30	\$45	\$100
Other Fees and Prices	Students	Department	External WKU	External Non-WKU
Small Room Setup Fee	\$5 ****	\$10	\$10	\$20
Medium Room Setup Fee	\$10****	\$20	\$20	\$35
Large Room Setup Fee	\$15****	\$20	\$20	\$35
Additional Lobby Tables	\$2/table*****	\$5/table*****	\$10/table*****	\$15/table***** \$50
Reservations that Extend Before/After Building Hours	+\$10/hr	+\$15/hr	+\$20/hr	+\$25/hr

*Flat fee for up to 2 hours.

**Per hour fee for reservations over 2 hours

***Rec Room

- Partial-Reserved \$5 per reserved table/game unit 2-hour time slot (\$10 per hr for each add'l hour)
- Private (closed to others) \$100* 2- hour time slot (\$25 per hr for each additional hour)
- Private-Non WKU \$150* 2-hour time slot (\$50 per hr for each additional hour)

****If you are a Registered Student Organization (RSO), the usage of multiple rooms for conferences, conference-like events, or events will be charged accordingly.

***** Cost to set up multiple tables for events in addition to the ones that are already there | \$50 for general lobby table usage of one table for 5 hours.

Cleaning Fee: \$30 will be incurred if excessive trash, spills, and/or messes are left after an event or meeting.