



Gallagher Student Center - Room Types

THE GSC IS THE "LIVING ROOM" OF XAVIER'S CAMPUS AND IS DESIGNED TO ENHANCE THE INTERACTION AND COLLABORATION WITHIN THE UNIVERSITY'S CAMPUS COMMUNITY.



ARRUPE OVERLOOK

Square Footage: 2800
Minimum Capacity: 20
Maximum Capacity: 120



Available to be set up in a variety of ways to accommodate various events and programs. This space is used as an open student lounge when not reserved.

Standard Set Up Options: boardroom style up to 40, banquet rounds up to 80, theater style up to 100, U shape up to 40, and classroom style for up to 40. Standard set up includes 2 or 3 tables for catering. Additional set up styles and formats available.

AV equipment: Projector and screen, HDMI inputs or Solstice, Blue Ray player, wireless handheld microphones, built in audio. A stage can be set up for special events.

CLOCKTOWER LOUNGE

Square Footage: 1030
Minimum Capacity: 15
Maximum Capacity: 75



Available to be set up in a variety of ways to accommodate various events and programs. This space is used as an open student lounge when not reserved.

Standard Set Up Options: boardroom style up to 32, banquet rounds up to 60, theater style up to 75, U shape up to 32, and classroom style for up to 32. Standard set up includes 2 or 3 tables for catering. Additional set up styles and formats available.

AV equipment: 2 TV monitors, HDMI inputs or Solstice, Blue Ray player, wireless handheld microphones, built in audio.

214 MEETING ROOM

Square Footage: 840
Minimum Capacity: 3
Maximum Capacity: 32



Standard Set Up: boardroom style for 24.

Additional set up possibilities: conference style for 20, U shape for 24, and classroom style for 32.

AV equipment: Projector and screen, HDMI inputs, and built-in audio. Connection is also available via Solstice.

330 MEETING ROOM

Square Footage: 700
Minimum Capacity: 3
Maximum Capacity: 32



Standard Set Up: boardroom style for 24.

Additional set up possibilities: conference style for 20, U shape for 24, Theater for 32, and classroom style for 32.

AV equipment: Projector and screen, HDMI inputs, and built-in audio. Connection is also available via Solstice.

251 MEETING ROOM

Square Footage: 168
Maximum Capacity: 8



Set up in conference style with three tables and 8 chairs.

AV equipment: TV monitor with HDMI connection.



Gallagher Student Center - Room Rental Rates

THE GSC IS THE "LIVING ROOM" OF XAVIER'S CAMPUS AND IS DESIGNED TO ENHANCE THE INTERACTION AND COLLABORATION WITHIN THE UNIVERSITY'S CAMPUS COMMUNITY.



UNIVERSITY EVENTS (INTERNAL)

University Events (Internal) are those events put on by departments, recognized student organizations, or other internal stakeholders designed for the benefit of the university community, where the majority of attendees are affiliated with the university. (Alumni, development, and admissions events are considered university events for this policy.)

All rates are designed for up to 6 hours of use except tabling space, which is 3 hours.

Arrupe Overlook	\$0
Clocktower	\$0
Lower Level Atrium (Ryan's Landing)	\$0
1st Floor Atrium	\$0
214 (basic a/v included in room rental rate)	\$0
251 (basic a/v included in room rental rate)	\$0
330 (basic a/v included in room rental rate)	\$0
Indoor Tabling Space per hour (max 3 hour price)	\$0
Outdoor Tabling Space per hour (max 3 hour price)	\$0
Additional Set Up & Take Down	\$100
Additional use per hour over 6 hours (214, 251, 330)	\$25
Additional use per hour over 6 hours (Arrupe, Clocktower, Lower Level, 1st Floor Atrium)	\$50
Facility use (including set up or take down) outside of M-F 8a-10p or Sat/Sun 9a-6p.	\$50

UNIVERSITY CO-SPONSORED EVENTS

University Co-Sponsored Events are those events where a department, recognized student organization, or other internal stakeholder serves as the event host and main contact for the event, but it is designed with the intention of including or inviting attendees where more than 50% of the attendees are not affiliated with the university. (Ex. Department of Music hosting a High School Chorale Festival, OSI hosting the NACA Regional Conference, etc.) For the sake of this policy, admissions, alumni, and development are exempt. Co-sponsored events are subject to the Xavier University Facility Use Agreement.

All rates are designed for up to 6 hours of use except tabling space, which is 3 hours.

Arrupe Overlook	\$250
Clocktower	\$200
Lower Level Atrium (Ryan's Landing)	\$150
1st Floor Atrium	\$150
214 (basic a/v included in room rental rate)	\$75
251 (basic a/v included in room rental rate)	\$50
330 (basic a/v included in room rental rate)	\$75
Indoor Tabling Space per hour (max 3 hour price)	\$25
Outdoor Tabling Space per hour (max 3 hour price)	\$25
Additional Set Up & Take Down	\$150
Additional use per hour over 6 hours (214, 251, 330)	\$50
Additional use per hour over 6 hours (Arrupe, Clocktower, Lower Level, 1st Floor Atrium)	\$75
Facility use (including set up or take down) outside of M-F 8a-10p or Sat/Sun 9a-6p.	\$75

NON-UNIVERSITY EVENTS (EXTERNAL)

Non-University Events (External) are those events where the event host and/or main contact for the event are external to Xavier University including individuals, local businesses, organizations, etc. All external events are subject to the Xavier University Facility Use Agreement & GSC External Vendor Agreement.

All rates are designed for up to 6 hours of use except tabling space, which is 3 hours.

Arrupe Overlook	\$500
Clocktower	\$400
Lower Level Atrium (Ryan's Landing)	\$300
1st Floor Atrium	\$300
214 (basic a/v included in room rental rate)	\$150
251 (basic a/v included in room rental rate)	\$100
330 (basic a/v included in room rental rate)	\$150
Indoor Tabling Space per hour (max 3 hour price)	\$50
Outdoor Tabling Space per hour (max 3 hour price)	\$50
Additional Set Up & Take Down	\$200
Additional use per hour over 6 hours (214, 251, 330)	\$75
Additional use per hour over 6 hours (Arrupe, Clocktower, Lower Level, 1st Floor Atrium)	\$100
Facility use (including set up or take down) outside of M-F 8a-10p or Sat/Sun 9a-6p.	\$100

*Rental costs include a standard set up in theater style, classroom style, banquet style, normal lounge or boardroom style and 2 or 3 additional tables for food (where applicable). Any set up requests outside of a standard set will accrue a set up and take down fee at Assistant Director of the Gallagher Student Center's discretion or their designee.



Gallagher Student Center - A/V Package Rates

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Package 1 Includes: 1 wireless handheld microphone, in house sound, podium, and access to a/v via Solstice or HDMI (where applicable).	Included in room rental rate
Package 2 Includes: Everything in package 1 plus access to mixer, an additional handheld microphone, microphone stand on podium, access to aux cord, 1 stage piece, 1 straight or boom stand for microphone.	\$100.00
Package 3 Includes: Everything in package 2 plus an additional straight or boom mic stand, an additional stage piece (if necessary), external speakers, and advanced mixer.	\$250.00

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Package 1 Includes: 1 wireless handheld microphone, in house sound, podium, and access to a/v via Solstice (internal) or HDMI (where applicable).	Included in room rental rate
Package 2 Includes: Everything in package 1 plus access to mixer, an additional handheld microphone, microphone stand on podium, access to aux cord, 1 stage piece, 1 straight or boom stand for microphone.	\$150.00
Package 3 Includes: Everything in package 2 plus an additional straight or boom mic stand, an additional stage piece (if necessary), external speakers, and advanced mixer.	\$350.00

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Package 1 Includes: 1 wireless handheld microphone, in house sound, podium, and access to a/v via HDMI (where applicable).	\$100.00
Package 2 Includes: Everything in package 1 plus access to mixer, an additional handheld microphone, microphone stand on podium, access to aux cord, 1 stage piece, 1 straight or boom stand for microphone.	\$200.00
Package 3 Includes: Everything in package 2 plus an additional straight or boom mic stand, an additional stage piece (if necessary), external speakers, and advanced mixer.	\$400.00



Gallagher Student Center - A/V a la carte Rates

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A/V Item	Rental Rate
Internal Speaker System	Included
Projector	\$0
Podium	\$0
Handheld Wireless Mic	\$0
Handheld Wired Mic	\$25
Wireless Lapel Mic	\$25
HDMI Cord	\$0
Aux Cord	\$0
Mixer	\$50
Extension Cord	\$0
PC Laptop	\$0
External Speakers x2	\$50
Pipe and Drape (per section)	\$75
Wireless Conference Call Phone	\$0
Teams Streaming Kit	\$0
Stage Pieces (per piece up to 3)	\$50

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A/V Item	Rental Rate
Internal Speaker System	Included
Projector	\$50
Podium	\$0
Handheld Wireless Mic	\$25
Handheld Wired Mic	\$25
Wireless Lapel Mic	\$25
HDMI Cord	\$0
Aux Cord	\$0
Mixer	\$100
Extension Cord	\$0
PC Laptop	\$25
External Speakers x2	\$50
Pipe and Drape (per section)	\$75
Wireless Conference Call Phone	\$15
Teams Streaming Kit	\$50
Stage Pieces (per piece up to 3)	\$100

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Non-University Events (External) are those events where the event host and/or main contact for the event are external to Xavier University including individuals, local businesses, organizations, etc. All external events are subject to the Xavier University Facility Use Agreement & GSC External Vendor Agreement.

A/V Item	Rental Rate
Internal Speaker System	\$50
Projector	\$100
Podium	\$0
Handheld Wireless Mic	\$25
Handheld Wired Mic	\$25
Wireless Lapel Mic	\$50
HDMI Cord	\$15
Aux Cord	\$15
Mixer	\$150
Extension Cord	\$15
PC Laptop	\$50
External Speakers x2	\$75
Pipe and Drape (per section)	\$100
Wireless Conference Call Phone	\$25
Teams Streaming Kit	\$100
Stage Pieces (per piece up to 3)	\$150

*Additional event supplies available by request and negotiated price include table stanchions, easels, large sticky notes, etc.