

Facility Service Fees

Service	Rate	Notes
Setup Fee	\$200 minimum	\$17 per hour overtime
Media Tech Fee	\$250 minimum	Media Tech in attendance. Fee may increase based on complexity of request
Tech Setup Fee	\$25-\$50 per occurrence	Based on complexity. When equipment used, but Media Tech not in attendance
Security	\$200 minimum 4 hrs	\$50 per each additional hour

Facility Services

- *Setup*- St. Luke's provides tables, chairs, and podiums for community events. In the case of large events, there will be a setup fee and if overtime is required, it will be invoiced after the event.

Standard Configuration Examples

Configuration Name	Description
Disciple Setup	Rectangular tables pushed together forming a rectangle with chairs around the outside-for 12 or less people
Hollow Square	Rectangular folding tables forming a large rectangle with hollow center for 13 or more people
Lunch/Dinner	60" round tables with up to 8 chairs per table
Classroom Setup	Tables in rows with chairs on one side of table facing podium or TV
Theater Setup	Chairs in Rows with center aisle facing podium or stage
See Notes & Setup	Special request layouts should be submitted 2 weeks before event

- *AV/Media Support*- Most of our meeting rooms are equipped with Audio Visual presentation systems and instructions on how to use them. The Tech Setup Fee covers setup, equipment checks, and equipment wear and tear. Some venues have more complicated systems, and St. Luke's requires groups to meet with a Media Tech prior to the event, or we may require a Media Tech to be present. In these cases, the presentation should be submitted to our Media Director one week prior to the event.
- *Security*- For large (50+ people), or evening (after 6 pm) events St. Luke's reserves the right to schedule an armed officer or unarmed security guards, depending on the size and nature of the event. Rates are listed above.