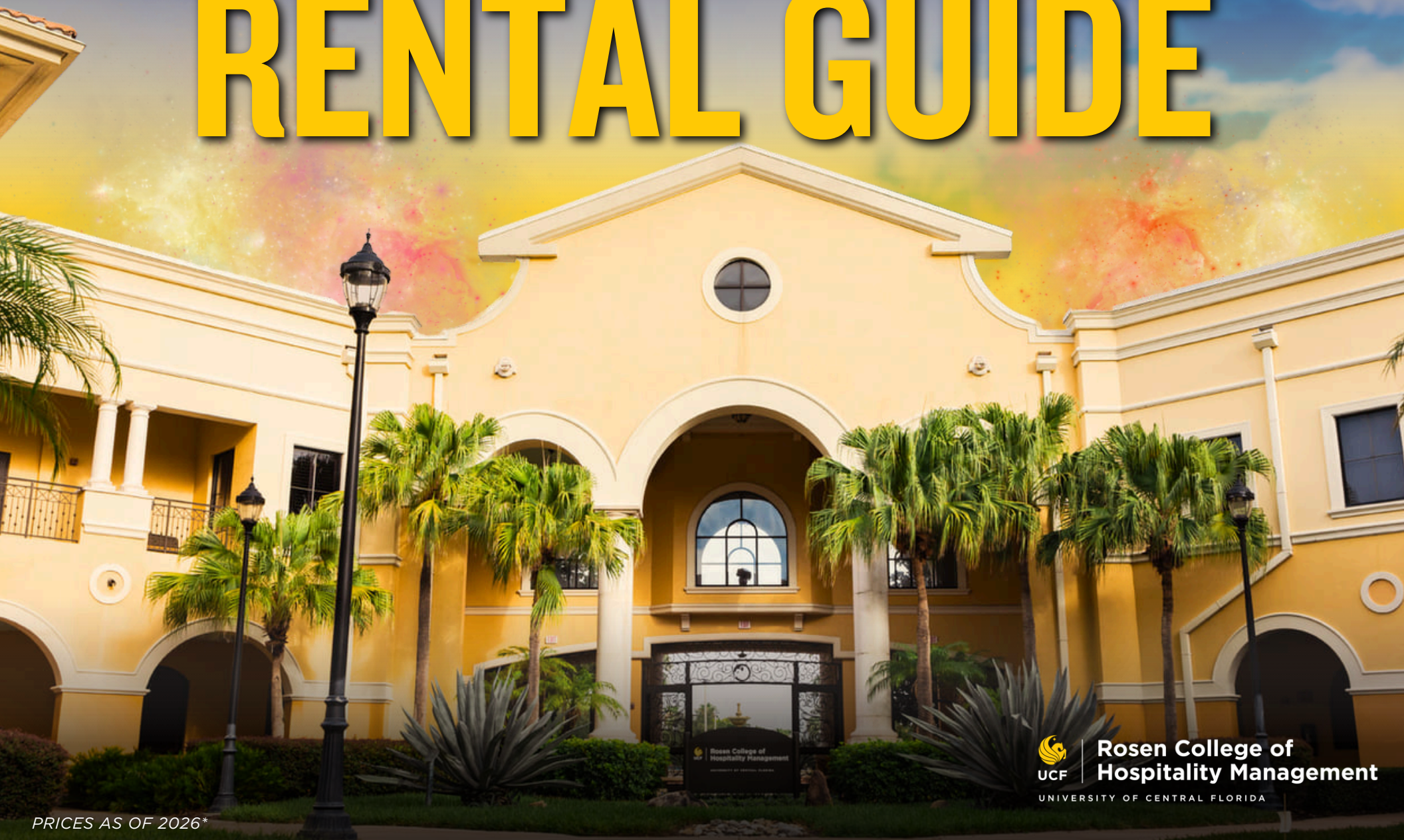


UCF ROSEN COLLEGE **RENTAL GUIDE**



**Rosen College of
Hospitality Management**

UNIVERSITY OF CENTRAL FLORIDA

PRICES AS OF 2026*

VENUE MAP

GROUND FLOOR

ACCESSIBILITY
ENTRANCE



ELEVATORS



RESTROOMS



STAIRS



AUDITORIUM

BEER & WINE LAB

CLASSROOM

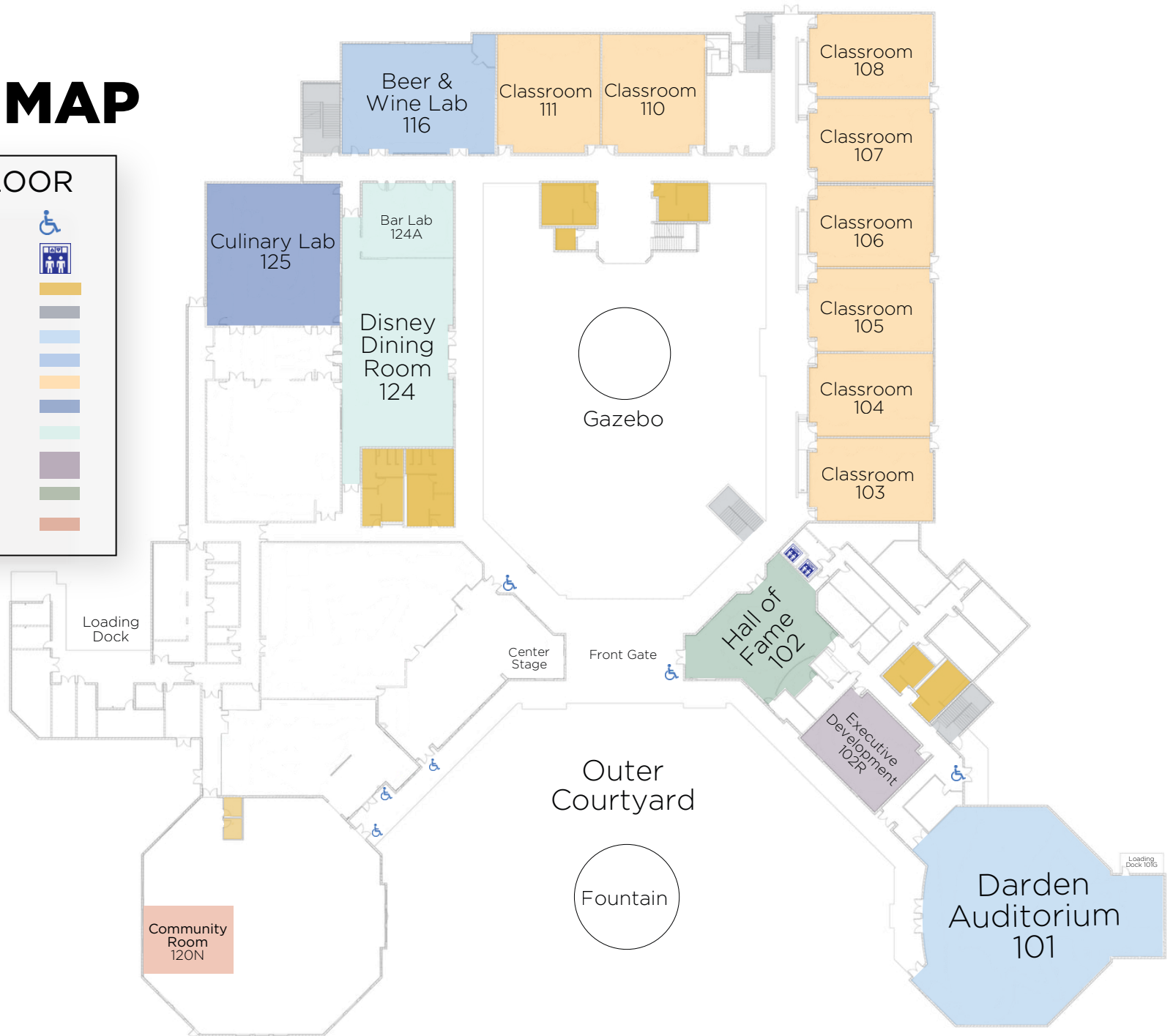
CULINARY LAB

DISNEY DINING ROOM

EXECUTIVE
DEVELOPMENT

HALL OF FAME

COMMUNITY ROOM



VENUE MAP

SECOND FLOOR

ACCESSIBILITY
ENTRANCE



ELEVATORS



RESTROOMS



STAIRS



CLASSROOM



COMPUTER LAB



COLLABORATION ROOM





ROSEN COLLEGE ROOM RATES

ROOM		CAPACITY				RATES		
Room	Square Footage	Standing Reception	Theater	Banquet	Classroom Style	Community	Alumni/ University	Student Organizations
Gazebo	--	350	--	80	--	\$700	\$575	\$125
Outer Courtyard	--	500	--	150	--	\$950	\$762.50	\$187.50
Darden Auditorium	4100	--	400	--	--	\$2,700	\$2,075	\$625
Executive Development Classroom	1500	50	--	--	50	\$850	\$687.50	\$162.50
45 Seat Classroom	1030	--	45	--	45	\$500	\$425	\$75
75 Seat Classroom	1800	--	75	--	75	\$550	\$462.50	\$87.50
100 Seat Classroom	2150	--	100	--	100	\$600	\$500	\$100
Disney Dining Room	3750	190	250	170	150	\$1,700	\$1,325	\$375
Computer Lab	1900	--	--	--	49	\$650	\$537.50	\$112.50
Community Room	574	--	--	--	20	\$650	\$537.50	\$112.50
Kitchen	3360	25	--	--	--	\$1,700	\$1,325	\$1,125
Collaboration Room	785	--	--	--	10	\$750	\$563	--

Room rental rates include an eight-hour rental period. Hours beyond the included rental period are available for an additional fee.

RENTAL POLICIES

EQUIPMENT RENTALS

- Room rental fees include use of the approved facility space and any **standard equipment designated for that room**.
- Additional equipment may be subject to rental fees and must be requested in advance.
- Equipment provided by Rosen College or UCF may not be duplicated or replaced by outside vendors without prior approval.

EQUIPMENT RENTAL RATES

EQUIPMENT	RATE PER DAY
Wireless internet	Complimentary
Banquet chairs	Complimentary
Cocktail table (with black linen)	\$10 per table
60-inch round table (with black linen)	\$15 per table
72-inch round table (with black linen)	\$20 per table
6-foot rectangle table (with black linen)	\$15 per table
Stage and stairs (4-feet x 8-feet platforms)	\$50 per platform (min. 2 platforms, max. 8)
Podium	\$60
Wireless presentation remote	\$10 each
Early venue access (7-8 a.m.)	\$150 per day
Additional rental hours (beyond 8 hours)	\$100 per hour

**All prices are subject to change. A service fee of 20% and state sales tax will be added to the final charge.*

RENTAL POLICIES

| RESERVATIONS AND BOOKING

- All Rosen College rentals are accepted on a **first-come, first-served** basis. Submission of an event reservation request does not guarantee availability or confirmation of space.
- Event dates cannot be held or confirmed until Rosen College has received a **signed rental agreement and the required deposit**.
- Event reservations may be made up to twelve months in advance, subject to space availability and college approval.

| DEPOSIT AND PAYMENT

- A signed contract must be accompanied by a **non-refundable deposit equal to 20% of the room rental fee** for the reservation to be considered fully executed.
- The remaining balance, including any additional rental equipment, service fees, parking fees, or other approved fees, is due no later than **14 days before** the event date.
- No changes may be made after the final payment has been submitted.
- All rentals are subject to a **20% service fee** and **state sales tax** applied to the total event charges. Tax-exempt organizations must provide proper documentation before final payment to avoid being charged sales tax.

| CANCELLATION AND RESCHEDULING

- The rental deposit is **non-refundable** and will be **forfeited** in the event of cancellation.
- Clients may request to reschedule an event **more than 30 days** before the scheduled event date. If approved, the deposit may be **transferred** to a new event date occurring within **six months** of the original date. The rescheduled event will be subject to current rental rates, availability, and any applicable additional fees.



RENTAL POLICIES

I RENTAL DURATION

- Standard rentals include an **eight-hour rental block**. This time includes **setup, event time, and breakdown**.
- Additional rental hours may be requested in advance and are subject to availability, approval, and applicable fees.
- Rental periods may not begin before **7:00 a.m.** or extend beyond **10:00 p.m.**

I CATERING AND FOOD SERVICE

- All catering and food service must be arranged through the **Rosen College Events Office**.
- Outside food and beverage arrangements are **not permitted** without prior written approval.
- Clients are responsible for ensuring that all catering, alcohol service, and food handling requirements comply with university policy, venue requirements, and applicable laws.

I ALCOHOL SERVICE

- All alcohol must be served by a **licensed and insured alcohol service provider**.
- Clients may arrange alcohol service through Rosen College's third-party provider, **Shaker's**, or use another approved provider.
- Alcohol service must be coordinated in advance, and all required licensing and insurance documentation must be provided.
- Alcohol service must comply with all **UCF policies and applicable laws and regulations**.



RENTAL POLICIES

I VENDORS

- Rosen College maintains a **Preferred Vendor List** of recommended vendors familiar with the venue and its requirements. Clients are encouraged, but not required, to select vendors from this list.
- Clients may select outside vendors, **excluding caterers**, provided they comply with Rosen College facility policies, delivery and setup procedures, insurance requirements, and university guidelines.
- Vendor deliveries, setup, and breakdown must occur within the **contracted rental period** unless prior arrangements are approved.
- Rosen College reserves the right to **deny facility access to any vendor** that does not comply with facility policies.



I PARKING

- Guest parking is available in designated **Rosen College or UCF parking areas** and is subject to applicable university parking fees. The current event parking rate is **\$8 per vehicle, per day**.
- Clients who wish to cover parking costs for their guests must coordinate arrangements with the **Event Coordinator in advance**.
- Parking availability is not guaranteed. Parking attendants, permits, reserved spaces, or other special parking arrangements may be subject to **additional fees**.
- Current parking rates and event parking information are available through **UCF Parking and Transportation Services**.



RENTAL POLICIES

I DECORATIONS

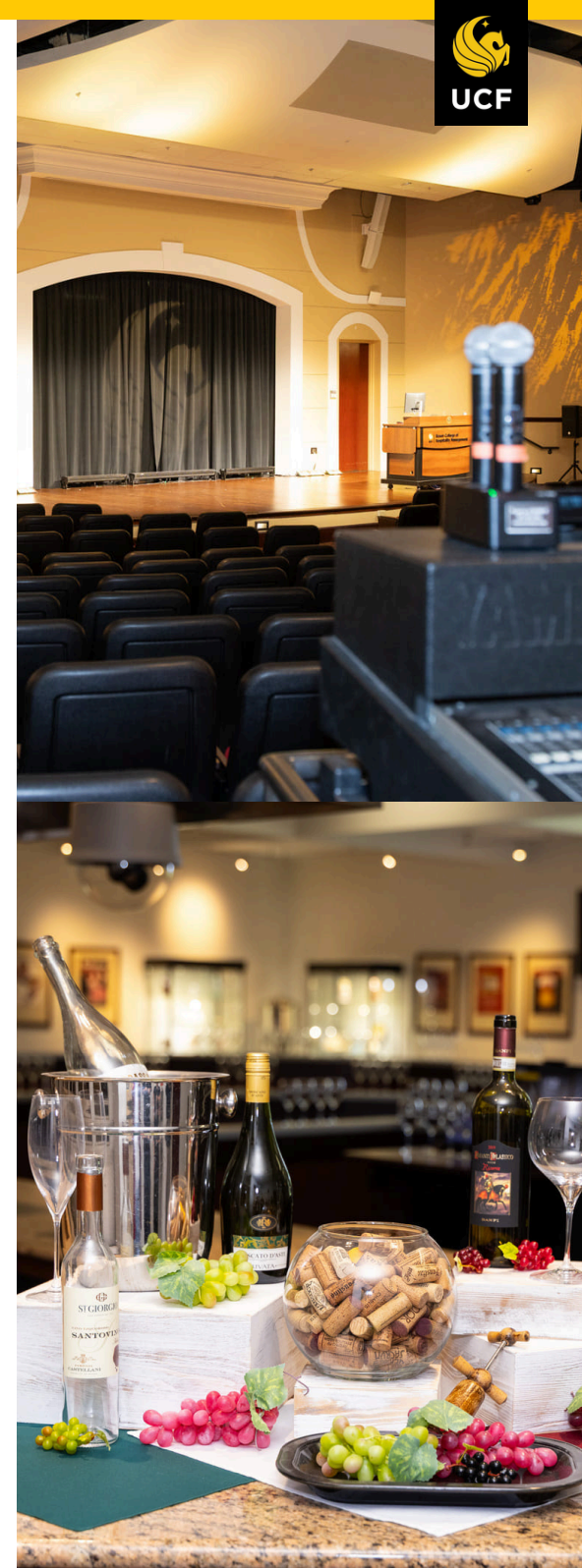
- All decorations must be approved in advance by the Rosen College event coordinator and may not be affixed to venue surfaces without **prior approval**.
- Confetti, glitter, rice, birdseed, flower petals, fog machines, dry ice, open flames, candles, and similar materials are **not permitted**.
- Bubbles, sparklers, and cold sparks may be permitted outdoors with prior approval.
- All decorations must be removed within the contracted rental period.

I FACILITY USE & FEES

- Clients are responsible for ensuring that guests, vendors, and event participants comply with **Rosen College and UCF policies**.
- Clients are responsible for any damage to the facility, furniture, equipment, grounds, or property caused by their event or event participants.
- Additional charges may be assessed for **damage, excessive cleaning, trash, spills, stains, unauthorized use of spaces, or policy violations**. Applicable custodial fees may also apply.
- All rentals are subject to a **20% service fee applied to the total event charges**, which supports standard equipment maintenance and labor associated with the rental.

I APPROVAL AND COMPLIANCE

- All events are subject to approval by the Rosen College Events Office.
- Rosen College reserves the right to deny, cancel, or modify event reservations that conflict with university policy, facility availability, safety requirements, or institutional priorities.
- Failure to comply with rental policies may result in additional fees, event cancellation, forfeiture of deposit, or denial of future rental privileges.





**Rosen College of
Hospitality Management**

UNIVERSITY OF CENTRAL FLORIDA

GET IN TOUCH!

For event inquiries,
please contact:



LILI TZOU | EVENT COORDINATOR



rosenevents@ucf.edu



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