



## CEL Internal Events - Price Guideline 2025

CEL coordinated events in the Medical School (URSMD), Saunders Research Building (SRB) and the School of Nursing (SON)/ Helenwood Hall (HWH). This price list provides an approximate breakdown of the various fees involved with CEL internal events.

All event resource decisions are determined by CEL, considering various factors. Please use this guideline to create an estimate.

**CEL Furnishings:** availability varies depending on the location of your event. We have 6' tables (SON/HWH only), 8' tables (SMD only), 60" rounds, and chairs. Tables are \$5 each and chairs are \$2 each.

**CEL Self-Service Items:** CEL has a limited number of (10) easels, (80) poster boards, and centerpieces for \$2 each. Customers are required to pick up and return self-service items to the CEL Main Office, 2-7525.

### **Environmental Services (EVS) Labor Fees:**

EVS charges \$39/hr. per person to set up and tear down furnishings and to provide trash out and clean.

As EVS is a separate department, we won't know how many people will be assigned to a setup/teardown/trash out or how long it will take to complete. Set-up and tear-down for a typical event in the Flaum Atrium or Evarts Lounge will take approximately 4 hours total.

### **McCarthy's Furnishing Rentals Fees:**

Tables: 6', 8', 60" rounds and high tops are between \$12 and \$13 each.

Folding chairs are \$2 each.

Linens:

- Cocktail tables & 60" rounds - \$15 each lap length and \$20 each floor length.
- 6' and 8' tables - \$12 each lap length, \$22 - \$28 floor length.

**McCarthy's Labor Fees:** \$3 per table, \$0.75 per folding chair, \$1 per linen

**McCarthy's After Hours Fees:** \$300 after 5:00 PM, \$400 after 8:00 PM and \$500 after 10:00 PM

**Refund Policy:** McCarthy's will not refund items once they have been reserved, processed, and brought to an event. This includes unused linens.

### **CEL Room Rental Rates:**

Room rates will apply for events in the Medical School and SRB if you meet one of the following:

- Your event has 20% or more non-URMC attendees.
- Your event has a registration fee for attendees or is supported by sponsors/exhibitors.
- An external organization/company is using URMC space to host their event.

These rates vary depending on the space and the length of time. Click on the ["Fees" tab](#), on the left side of the page.

### **SON/HWH Room Rental Rates:**

Evarts Lounge: \$800 full-day and \$500 half-day

**CEL Surcharge:**

In addition, there is a 15% surcharge for CEL to coordinate the setup of your event. This fee is added to the total of McCarthy's and EVS only. It does not include CEL room rates or CEL furnishings.

**Event Checklist**

*Note: This checklist is for reference only, and not all items are necessary for each event.*

**Reservation:**

*Important: Do not select an event date without first securing space.*

- Determine the number and type of spaces needed.
- Determine Reserved Time vs. Event Time. Reserved time is the time before/after your event needed to set up and tear down.
- Total number of participants expected.
- Total number of non-UR/URMC attendees
- Browse for available space using the [Online Room Schedule](#)
- To request event space in URM or SRB use this; [Room & Service Request Form](#)
- To request event space in SON/HWH use this [Room Request Form](#)

**Registration:**

- Choose a registration platform, if needed (Cvent, Zoom, Localist, Google Forms, etc.).

**Room Setup needs:**

- Furniture and technology needs
- Guest/audience seating setup: rounds, classroom, theater, etc.
- Poster/exhibit setup
- Linens, centerpieces, stanchions, etc.
- Building Perimeter lock/unlock times.

**Technical Needs:**

- Microphones (handheld, lavalier, at podium, etc.), Slide Advancers, etc.
- AV/Media Technician – the CEL Event & Classroom Support team cannot provide a technician to fully support a live event. All events requesting the support of an AV/Media technician should reach out to an external AV/Media company (i.e., [Rip-n-Tear Media](#)), for full event support.
- Live stream/Recording/Zoom link, Captioning, etc.
- To submit an IT/AV Troubleshoot Ticket, please call the CEL Main Office at 275-7666.

**Catering:**

- See a list of [Approved Caterers for University Events](#).

**Parking:**

- To reserve MRB or SRB Visitor Lots, Daily Passes, Shuttle, etc., reach out to the Department of Transportation for [parking arrangements](#).



Accessibility Accommodations:

- How to [Plan and Accessible Event](#) - ASL interpreter, captioning, etc.
- [Office of Disability Resources](#) - When an attendee indicates that American Sign Language interpretation or captioning is needed to participate in your event, it is strongly recommended that event organizers contact Deaf Professional Interpreter Services (DPIS) to process the communication access requests. Submit a request via the [Access Request for Deaf Professional/Learner RedCap Form](#).

Internal PR Promotion:

- **URMC Website Events Calendar** – [Submit an event](#).
- **@Rochester, x2** - delivered to all University faculty and staff every weekday. Send Submissions – [At-Rochester@UR.Rochester.edu](mailto:At-Rochester@UR.Rochester.edu)

Guest Speaker Arrangements:

- Advance Flight Arrangements - Town & Country Travel
  - Kim Butler, kim@towncountrytravel.comDetails needed from flyer before sending email to Town & Country:  
Full name, Any title on your ID, date of birth, gender, Cell Phone, TSA PreCheck or Global Entry # (if you have one), Airline Mileage Number (if you have one), Travel Preferences (preferred airline, isle or window, etc.)
- Transportation
  - Quality Transportation: 585-455-8294
  - Roc Shuttle Express: 585-663-3760
- Honorarium
  - Working with your department accountant, collect W-9 from Speaker and submit accountant, post-event, to process honorarium. Be sure to have written/email confirmation of the honorarium amount as backup documentation

Dinner Locations that will Direct Bill:

- A few examples: Avvino, Trata, Richardson's Canal House, Good Luck, Grappa @ Hilton Garden Inn URM/College Town.