University of Rochester School of Medicine and Dentistry
Center for Experiential Learning

CEL Internal Events - Price Guideline 2026

CEL coordinated events in the School of Medicine & Dentistry (**SMD**), Saunders Research Building (**SRB**) and the School of Nursing & Health Sciences (**SNHS**). This price list provides an *approximate* breakdown of the various fees involved with CEL Events Teams. All prices and fees are subject to change.

All event resource decisions are made by CEL, taking into account various factors. Please use this guideline to create an estimate.

CEL Self-Service Items:

CEL has a limited number of tables, easels, poster boards, and centerpieces available.
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 Tents & Events:

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 will not refund items once they have been reserved, processed, and brought to an event. This includes unused linens.

CEL Fees:

Room rental rates will apply for events at SMD or 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 duration. Room rental rates can be found on the Event Planning page. Click on the "fees" link on the left side of the page to view the rates.

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.

SNHS Room Rental Rates:

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

Event Checklist

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

Date/Space Reservation:

Important: Do not select an event date until you have secured 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 attendees expected.
- Total number of non-UR/URMC attendees.
- Browse for available space using the Online Room Scheduler for a live look at room availability.
- To request event space in URMC 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.
- Alcohol can only be provided and served by an approved UR caterer.

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

Guest Speaker Arrangements:

- Advance Flight Arrangements - Town & Country Travel
  - Kim Butler, kim@towncountrytravel.com
    Details 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 or finance coordinator, collect a W-9 from the guest speaker and submit to the accountant, post-event, to process the honorarium. Be sure to have written/email confirmation of the honorarium amount as backup documentation.

Dinner Locations that will Direct Bill to UR:

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