

FEE SCHEDULE

Category 1

UW departments, organizations, recognized student clubs, faculty or staff work-related activities, non-profit organizations, and Wyoming state agencies sponsored by a UW department or recognized student club. **Participants must be primarily UW students and/or employees.** In addition to the \$25.00 scheduling/setup fee per room per day, the following charges apply:

- During regular business hours--no charge
- Evenings and weekends--\$30.00 per room, per hour

Category 2

UW departments, organizations, recognized student clubs, faculty or staff work-related activities **co-sponsoring** events with commercial entities, non-profit organizations and Wyoming state agencies **not primarily involving UW students and/or employees**, and regional or national student or departmental educational conferences. In addition to the \$25.00 scheduling fee per room per day the following charges apply:

- During regular business hours--\$30.00 per room, per hour
- Evenings and weekends--\$60.00 per room, per hour

Category 3

Off-campus or commercial groups. In addition to the \$25.00 scheduling/setup fee per room per day the following charges apply:

- During regular business hours--\$60.00 per room, per hour
- Evenings and weekends--\$120.00 per room, per hour

BUILDING SECURITY

Security charges are incurred when an event takes place (including setup and teardown times) outside of regular business hours or if access through secured areas or entrances is required. Security charges are billed through the AHC by the University Police Department for the actual costs incurred. Security arrangements must be made in advance through the AHC facility coordinator (307-766-5066).

SOME POINTS TO REMEMBER

■ **ROOM RESERVATIONS.** Room reservations can be made by calling the AHC Facility Coordinator (307-766-5066) for availability and scheduling of rooms. Rooms can be reserved for one full day's use. If events are to be scheduled for more than one day the Director of the AHC will need to give final approval.

■ **ART MUSEUM ROOM RESERVATIONS.** For room reservations in the UW Art Museum in the Centennial Complex, including the Sculpture Court (terrace), please contact Susan Moldenhauer, 307-766-6620.

■ **SECURITY or CUSTODIAL SERVICES.** Costs incurred for security or custodial services are solely the responsibility of the booking party.

■ **UW CATERING.** Only UW Catering Service may bring food into the facility. Contact Catering at 307-766-2050 to arrange for catering services. Please make arrangements with them to pickup as soon as your event is finished so Building Security can lock up the facility in a timely fashion. **Please inform the AHC Facility Coordinator (307-766-5066) of arrangements made and times UW Catering will need access to the building.**

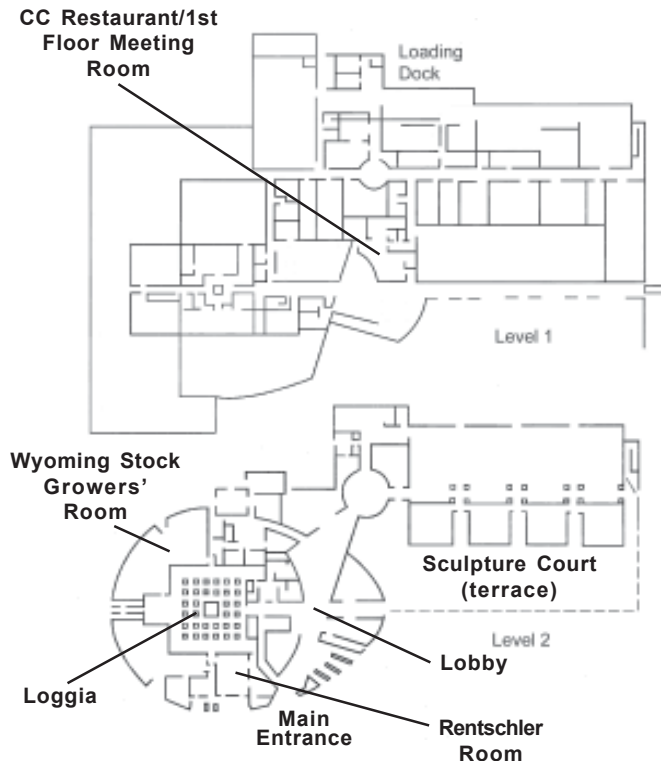
■ **EQUIPMENT.** The AHC has tables, chairs, and a podium with a built-in sound system available for use at no additional charge. **Audio-visual and/or sound equipment arrangements, setups, and breakdowns are the responsibility of the booking party.** If additional equipment or furniture needs to be used and moved into the facility for a function, arrangements can be made through UW Movers, 307-742-1230. **Please inform the AHC Facility Coordinator (307-766-5066) of arrangements made.**

■ **PARKING.** The Centennial Complex has a parking lot but **attendees must register at the AHC Front Desk to avoid receiving parking tickets.** (Parking may be unavailable during athletic events.) Handicapped elevator access is available from the parking lot on the 1st floor level.

■ **CLEANING.** A cleaning fee will be charged if a significant effort is required to return a room to usable condition or in the event of intentional misuse of the facilities (e.g., abuse of exhibits, unauthorized presence of food, etc.). The booking party will also be responsible for damages.

ROOMS AVAILABLE FOR USE

- **Sheep Industry Room**
5th floor (capacity--46)
- **Loggia**
2nd floor (capacity--199)
- **Wyoming Stock Growers' Room**
2nd floor (capacity--117)
- **Rentschler Room**
2nd floor (call for capacity) (food/beverage restrictions apply for use of this room)
- **Lobby** (shared with UW Art Museum)
2nd floor (call for capacity)
- **CC Restaurant/
1st Floor Meeting Room**
1st floor (capacity--117, seats 80)



BILLING INFORMATION

- **Scheduling/Setup Fee**
\$25.00 per room, per day
(charged to all users)
- **Room Usage Fee**
\$30.00 per room, per hour
outside of regular business
hours (see Fee Schedule for further details)
- **Building Security Fee**
\$18.00 per hour, per guard
outside regular business hours
- **Student Security Fee**
\$7.50 per hour, per guard
outside regular business hours
- **Custodial Fee**
(when applicable, charged through UW Custodial
Department)
- **UW Catering**
(charged through UW Food Service--all food
arrangements for the Centennial Complex
must be made through UW Catering)
- **Cancellation Notice**
**At least 48 hours notice must be given
for cancellation of events.** If no notice is
given then booking parties will be
invoiced for Scheduling/Setup Fee plus
Building Security charges, as necessary.

CONTACT INFORMATION

UNIVERSITY
OF WYOMING

American Heritage Center

2111 Willett Drive (Centennial Complex)
P.O. Box 3924
Laramie, WY 82071-3924
307-766-4114 / 307-766-5511 (FAX)
ahc@uwyo.edu (General)
ahcref@uwyo.edu (Reference Dept.)
www.uwyo.edu/ahc

Director

Mark Greene - 307-766-2474

Associate Director

Rick Ewig - 307-766-6385

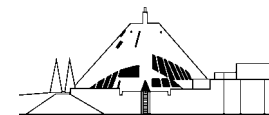
Room Reservations

307-766-5066

Business Hours

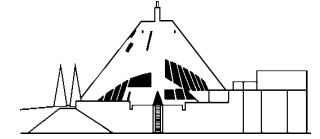
September-May
M-F: 8:00a.m.-5:00p.m.; Sat.: 11:00a.m.-5:00p.m.
Closed Sunday

June-August
M-F: 7:30a.m.-4:30p.m.; Sat.: 11:00a.m.-5:00p.m.
Closed Sunday



For questions not relating to donations
of collections or room reservations,
contact our Reference Desk
307-766-3756

American Heritage Center



The American Heritage Center (AHC), an archival research institution at the University of Wyoming, acquires specific material relating to its core collecting areas: Wyoming and the Rocky Mountain West (including but not limited to politics, settlement, and western trails), environment and conservation, the mining and petroleum industries, air and ground transportation, the performing arts (particularly radio, television, film, and popular music), journalism, and U.S. military history. In addition, the AHC maintains one of the largest and finest collections of rare books between the Mississippi and the West Coast, and is glad to consider donations to that collection. The AHC is also the archives for the University of Wyoming. The AHC is a public research repository, and accepts donations of collections with the primary purpose of making those collections available to students, scholars, and the general public.

While the AHC is not a convention or classroom facility and does not have an event coordination and planning staff, it does make public areas available for use on a space-available basis.