



at
Edina

University of Extended Education Space Rental Price Structure

Room Type	Rate
Event Space (Holds up to 100)	\$200/hr (4 hr minimum)
Conference Room 516 (Seating: 6-10)	\$20/hr (2 hr minimum)
Conference Room 523 (Seating: 6-10)	\$50/hr (2 hr minimum)
Standard room (Seating:20-42)	\$75/hr (2 hr minimum)
Large room (Seating:66)	\$100/hr (2 hr minimum)
Computer Lab (Seating:18)	\$200/hr (2 hr minimum)

University policy dictating the order of priority for room assignments is as follows:

- First priority goes to academic courses and events on the academic calendar
- Second priority to Minnesota State University, Mankato sponsored events
- Third priority to outside organizations renting space.

Within this prioritization process, rooms are reserved on a first come, first served basis. Put in your request as soon as your needs are known since once courses are assigned, the event requests will be filled in the order they were received.

- A reservation request is considered **tentative**, and will not be considered **confirmed**, until all information needed to complete the reservation request is in place. The University of Extended Education does not honor tentative reservations and will not provide services based on tentative status.

A la Carte...

Service	Rate
Catering Coordination	\$50.00 Catering Coordination Fee – Food/Beverages Billed at Cost
Technology Coordination	\$50.00/hr
Room Set-Up and Tear-down	\$25.00/hr
Cancellation Fee	50% refund if cancelled 5 days prior to event

The University of Extended Education is committed to making our Edina facilities and equipment available to our community. We believe the shared use of our facilities promotes educational, recreational, cultural and civic activities that foster success, health and well-being across all age groups.

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