CIR Training/Conference Facilities

**FEE STRUCTURE**

**TIER 1**
Texas A&M Engineering Experiment Station (TEES), Texas A&M Transportation Institute (TTI) and the Office of the Vice Chancellor and Dean of Engineering (VCD) shall not be charged a fee for use of the CIR Training/Conference Facilities for infrastructure-related events where no fees/costs are collected. In cases where it is unclear if a fee should apply, the decision to charge the fee shall be made at the discretion of the Director.

<table>
<thead>
<tr>
<th>SPACE</th>
<th>CAPACITY</th>
<th>SQUARE FOOTAGE</th>
<th>HALF/DAY</th>
<th>HALF DAY</th>
<th>FULL DAY</th>
<th>HALF/DAY</th>
<th>FULL DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAINING ROOM + PRE-FUNCTION AREA</td>
<td>120 workshop set up + 104 Rounds of 8</td>
<td>3927 + 3889</td>
<td>$0</td>
<td>$250</td>
<td>$500</td>
<td>$800</td>
<td>$1,600</td>
</tr>
<tr>
<td>SMALL BOARDROOM (1121)</td>
<td>8</td>
<td>237</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$75</td>
<td>$150</td>
</tr>
<tr>
<td>LARGE BOARDROOM (1105)</td>
<td>14</td>
<td>410</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$150</td>
<td>$300</td>
</tr>
</tbody>
</table>

**TIER 2**
(1) TEES, TTI and VCD in conjunction with a non-affiliated entities (public or private); and (2) all Texas A&M University and Texas A&M University System Members.

**TIER 3**
All other entities (public or private) not affiliated with Texas A&M University and Texas A&M University Systems.

**INCLUDED:**

1. **Training Room**
   a. sixty 60” x 24” training tables and 120 chairs, configured upon request (additional fees may apply for special set ups)
   b. can be divided into thirds, each section seating 40 and equipped with:
      • podium (microphone available upon request)
      • screen and projector
      • built-in credenza

2. **Pre-Function Area**
   a. Three built in display screens (content can be customized upon request; fee will applies after first hour spent on customization)
   b. large build-in credenza for food service
   c. catering kitchen will large capacity ice maker

3. **Small and Large Boardrooms**
   a. boardroom tables and chairs
   b. video-conferencing capabilities
   c. bottled water and access to coffee service (for meetings 20 people or less)

4. **On-site A/V and IT support, including wifi access**

**ADDITIONAL COSTS:**

1. An after-hours fee ($50/hour) will apply for usage of the facility outside of normal business hours (8:00 am – 5:00 pm). This includes set up and tear down time.

2. Arrangements for other furnishings can be provided by an outside vendor at an additional cost to the user.

3. Arrangements for parking can be made with Transportation Services at an additional cost to the user.

4. A deposit is required for entities (public or private) not affiliated with Texas A&M University and Texas A&M University Systems (50% required 30 days prior to event date; full payment required by event date).

5. Users will be billed 50% of the room(s) rate (as per the above fee schedule) for any reservation canceled later than 14 days before the date of the event.

Updated 03/28/2019