

Cooley Center Service & Equipment Rentals List

The Cooley Center rental comes with a basic room set up, 2-6' tables, one easel, podium, mic and pc.

Furnishings and Meeting Supplies		
Tablecloths White	\$6 each	
Tablecloths in Colors	\$10 each	
Napkins in White or Colors	\$1 each	
Poster Boards	\$15 each	
Sound System & Monitors		
Lobby Area Music	No charge	
Music in Main Room	No charge	
Use of Lobby Area Monitors	\$25.00	
Portable Sound System	\$100	
Audiovisual Equipment		
Lavaliere Microphone	\$10 each per day	
Wireless Handheld Microphone	\$10 each per day	Q & A Mic on Stand & Table Stands
LCD Projector/Screen	\$30 per day	
Dual LCD Projectors/Screens	\$50 per day	
Up Lights-Total of 4	\$10 each per day	
Audiovisual Services		2 week notice required
Teleconference Service-Guest Users	\$50.00 per day	Approval Form Required
Webcasting-Guest Users	\$100 per day	Approval Form Required
AV Recording- Guest Users	\$50 per day	Approval Form Required
Video Conferencing-Guest Users	\$100 per day	Approval Form Required
In-Room CCAV Technician		
Regular Hours (M-F, 8am-5pm)		Assistance Provided 8am-5pm
Extended Hours (all other hours)	Events after 5pm on M-F	or weekends \$70.00 per hour
Other Fees & Services		
Cooley Center Facilitator:	Events after 5pm on M-F or on weekends	\$45.00 per hour
GDI Housekeeping Services for F & B Events: \$180.00 - 1 Attendant \$360.00 - 2 Attendants		
Client to arrange services with GDI Services directly for food & beverage functions for over 100 guests		
Contact IH Services: 713-500-5950 to arrange for services for events w/ F & B over 100 guests in attendance		
Room Layout Change	\$100 per change	
Parking Validations	Contact: Parking Services at 713-500-3652	

TULIP: Tenant User Liability Insurance Protection may need to be purchased for users without insurance coverage

Additional Liquor Liability coverage is needed for UTHealth Houston Tenant Users for events where alcohol can be purchased (i.e. cash bar) and for events where non-UTHealth Houston guests will be in attendance.

The TULIP can be purchased for events through UTHealth Houston Systems at least two weeks prior to the event date.