

room reservation

Appendix A: BE-Ex Rate Sheet

base administrative fee

	training room	boardroom	classroom
base administrative fee	\$1,100	\$900	\$2,200
<i>per 4 hours scheduling, set-up security coordination;</i>	\$875 (nonprofit)	\$725 (nonprofit)	\$1,800 (nonprofit)
<i>50% discount for Watt and Edison members;</i>			
<i>25% discount for Tesla, Sustainer and Supporter members.</i>			

Additional Fees

Some exceptional events may be subject to additional fees.

cleaning fee <i>applicable to substantial cases that require third-party services</i>	Calculated on a per case basis.
after-hours security fee <i>required after 5:00 pm</i>	Calculated by building security based on attendance and number of hours.
staff fee <i>per hour, per staff registration page, AIA credits, check-in</i>	\$100
live-streaming fee <i>per 4-hour block, Zoom logistics, A/V, live Q&A</i>	\$300