



**Hallie McKinney
Facility Rental Rates**

**Ballroom
Magnolia Room**

Massey Building

Hallie McKinney--416 University Blvd

<u>Ballroom:</u>	<u>Deposit</u>	<u>*Rental-No Food (4 hrs. of time)</u>	<u>*Rental with Sodexo (4 hrs. of time)</u>	<u>Additional Hourly Rate</u>
All Rooms A, B, Occupancy Load Standing: 950 Chairs: 679 Tables & Chairs: 316	\$400	\$400	\$300	\$50
Room A (North end/stage) Occupancy Load Standing: 404 Chairs: 289 Tables & Chairs: 134	\$275	\$275	\$200	\$25
Room B (Middle) Occupancy Load Standing: 239 Chairs: 170 Tables & Chairs: 80	\$150	\$150	\$125	\$10
Room C (South end) Occupancy Load Standing: 250 Chairs: 178 Tables & Chairs: 83	\$175	\$175	\$150	\$15
<u>Magnolia Room:</u> Occupancy Load Standing: 462 Chairs: 330 Tables & Chairs: 154	\$325	\$325	\$250	\$30

A \$50 fee will be added when sound and/or technology equipment is requested.

*The Rental (4 hrs. of time) rate becomes a daily rate for non-profit organizations who present supporting documentation showing they are either, a non-profit organization as defined by IRS code 501(c) 3, or a county, municipality, public school district, or institution of the Oklahoma State System of Higher Education AND are exempt from sales/use tax as verified by the Oklahoma Tax Commission.

Massey Building --200 West Main

<u>Massey Building</u>	<u>Deposit</u>	<u>Daily Rental</u>
Occupancy Load Standing: 381 Chairs: 275 Tables & Chairs: 132	\$300	\$300

To book a facility:

Please complete the following steps:

Call 580.745.3210, to verify the room is available on your event date.

Complete the Request Form
email to shaywood@se.edu

Pay your rental fee and refundable deposit at the SE Welcome Center.

Receive confirmation. *The facility is not booked until you receive the Confirmation number from our office.*

Mailing Address:
Office of Special Events
425 University Blvd
Durant, OK 74701

shaywood@SE.edu
580/745-3210

Office Location: 425 University Blvd
Fax # 580/745-7468