

CPD Facilities Pricing

Customer	Board Room (Cap. 12)	Computer Lab (Cap. 20)	Large Conf. Room (Cap. – See Below*)
SUNY CPD Member Campuses, SUNY Organizations, System Administration	No Charge	No Charge	No Charge
SUNY Campuses (Non-CPD Members)	\$100/Full Day \$50/Half Day	\$200/Full Day \$100/Half Day	\$150/Full Day \$75/Half Day
All Non-SUNY, Private Organizations, Companies & Corporations	\$250/Full Day \$125/Half Day	\$500/Full Day \$250/Half Day	\$350/Full Day \$175 Half Day

Rates include Audio Visual (LCD Projector, Screen, DVD, Presenter PC, Wireless Lavalier), Wired Internet Connection (Presenter's PC), Wireless Internet for attendees, Video Conferencing equipment** (large conference room), Speaker phone**, room set-up, and parking.

Additional charges may be incurred for evenings and weekends.

**Video Conferencing is included in the rate above, with the exception of conferencing outside of NYNetwork where external line charges would be incurred.

**A speakerphone is included in the rate above with the exception of any long distance charges that may be incurred.

Large Conference Room Set-ups:

- Classroom – 45
- Conference – 20
- U-shape – 21 max. (3 per table)

Catering: All catering must be arranged through the CPD.

Administrative Services Fee: A fee of \$75 will be charged to all customer types to cover administrative services, as well as coffee/tea service, water, and signage. If a customer has a catering order totaling \$375 or more, the fee will be 20% of the total catering order.

Cancellation Policy: The SUNY Center for Professional Development requires 24 hour notice in writing or phone, excluding Saturday and Sunday. If your event needs to be cancelled, please call the SUNY CPD and speak with an individual directly. If you cancel via email, please be sure that you receive an acknowledgement of your cancellation. Once we receive your notice, we will promptly cancel any orders; however, please be aware that cancellation policies differ between vendors and you would be responsible for any fees that the CPD incurs as a result of your cancellation.