

Coordination Fees

Action	Description	VCU	Non-University
Processing Fee	Charged to external groups only, this fee is a one time charge per reservation, which covers the cost of time spent booking, billing, and coordinating		\$47/reservation
Hourly Coordination	If on-site support is needed from the CSS office hourly fees may apply.	\$43/hour	\$47/hour
Overtime Hourly Coordination	If on-site support is needed from the CSS office hourly fees may apply. This overtime will apply during nights, weekend, and holidays.	\$64/hour	\$70/hour
Late Add	The late addition of an event, meeting, or service that requires additional last minute coordination.	\$25	\$35
Late Cancel	The late cancelation of an event, meeting, or service. Note the service fees may still be charged in addition to the late fees if CSS cannot cancel the service	\$35	\$50
<p><i>*Note that the decision on whether or not to charge the above fees is determined at the discretion of the event coordinator.</i></p>			