



**MACQUEEN ALUMNI CENTER**  
**Rates for University Departments & Organizations, USA Health, and**  
**Lifetime NAA Members, Affiliated Organizations**

**RATES, CAPACITY, AND RENTAL POLICY**

The MacQueen Alumni Center is located in the heart of the University of South Alabama Campus. Across from Moulton Tower and Alumni Plaza, this beautiful new 15,000 square foot facility offers state-of-the-art reception and meeting space, including the Chief Calvin McGhee Grand Ballroom, the USA Foundation Grand Lobby, and the Geri and Gordon Moulton Board Room.

**CHIEF CALVIN MCGHEE GRAND BALLROOM**

**Includes use of the USA Foundation Grand Lobby**

280 seated; 350 theater/reception

Monday-Thursday (8:00 a.m. – 5:00 p.m.) - \$1,500

Monday-Thursday (after 5:00 p.m.) - \$1,250

Friday-Sunday (8:00 a.m. – 11:00 p.m.) - \$2,200

- Rental rates are for an 8-hour event Friday – Sunday; 5 hours Monday-Thursday. Additional hours are \$100 per hour.
- Any event with over 150 guests in attendance or where alcohol will be served will require security from USA Police (USAPD) (251.460.6312) which must be scheduled and paid for by facility renter directly with/to USAPD.
- Balance is due within 30 days of event completion.
- A cleaning fee of \$500 is required for parties of 150 or more.
- On-site staff host included in rental fee.

**USA FOUNDATION GRAND LOBBY**

Reception style only (capacity TBD)

Monday-Friday (available after 5:00 p.m., only) - \$500

Saturday-Sunday (8:00 a.m. – 11:00 p.m.) - \$750

- Rental rates are for an 8-hour event Friday – Sunday; 5 hours Monday-Thursday. Additional hours are \$100 per hour.
- Any event with over 150 guests in attendance or where alcohol will be served will require security from USA Police (USAPD) (251.460.6312) which must be scheduled and paid for by facility renter directly with/to USAPD.
- Balance is due within 30 days of event completion.
- Cleaning fee and on-site staff host included in rental fee.

## **GERI & GORDON MOULTON BOARDROOM**

28 seated at Board table; additional gallery seating available

Monday-Friday (8:00 a.m. – 5:00 p.m.) - \$425

Monday-Friday (after 5:00 p.m.) - \$500

Saturday-Sunday (8:00 a.m. – 11:00 p.m.) - \$500

- Rental rates are for a 5-hour event. Additional hours are \$50 per hour.
- Any event where alcohol will be served will require security from USA Police (USAPD) (251.460.6312) which must be scheduled and paid for by facility renter directly with/to USAPD.
- Balance is due within 30 days of event completion.
- Cleaning fees and on-site staff host included.

## **AUDIO/VISUAL**

Audio/visual equipment is available for an additional fee, which includes onsite assistance.

Packages may be purchased in four-hour increments or you may rent equipment individually.

- 4-hour package - \$300 - Includes items listed below and an onsite AV Attendant
  - Podium, includes attached microphone - \$100
  - Microphones, 1-Lavalier, 1-Wireless Handheld, and 8-Table Microphones - \$100
  - Projectors - \$100
  - Projector Screens - \$100
- Lobby Flat-screen TV - \$50
- Video Teleconferencing Equipment - \$150  
(Moulton Board Room separate rentals only; not included in package)

## **STAGE**

Stage equipment is available for an additional fee.

- 8'x16' Stage - \$300 - Includes skirting and two steps with handrails

## **DANCE FLOOR**

Dance Floor is available for an additional fee.

- 21'x 21' Dance Floor - \$1,000

## **LINENS**

Rental Linens are available in a limited style selection for \$25 per linen.

## **EXTENDED RENTALS & SPECIAL EVENT RATES AND RENTAL POLICY**

To better accommodate special events, weddings, and extended rentals of the Chief Calvin McGhee Grand Ballroom, we will be offering a package which will give the option for additional venue space, time for setup/breakdown, and coordination of vendor deliveries. This ensures that we can provide the necessary space and resources to make your event even more memorable and seamless.

- Base day rental cost plus additional fee of \$1,000
- Early setup/vendor delivery the business day before from noon – 5:00 p.m.
- Pickups allowed the following business day from 8:00 a.m. – noon

\*Please contact the Office of Alumni Relations @ 251.460.7084 for more information.