



MACQUEEN ALUMNI CENTER

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.) - \$1,800

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

Friday-Sunday (8:00 a.m. – 11:00 p.m.) - \$2,750

- 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.
- A 50% deposit is due at the time of booking; balance is due 14 days prior to the event.
- A cleaning fee of \$500 is required for parties of 150 or more.
- On-site host included with rental fee.

USA FOUNDATION GRAND LOBBY

Reception style only

Monday-Friday (available after 5:00 p.m., only) - \$650

Saturday-Sunday (8:00 a.m. – 11:00 p.m.) - \$1,000

- 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.
- A 50% deposit is due at the time of booking; balance is due 14 days prior to the event.
- Cleaning fee and on-site staff host included.

GERI & GORDON MOULTON BOARDROOM

28 seated at Board table; additional gallery seating available

Monday-Friday (8:00 a.m. – 5:00 p.m.) - \$525

Monday-Friday (after 5:00 p.m.) - \$650

Saturday-Sunday (8:00 a.m. – 11:00 p.m.) - \$650

- 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.
- A 50% deposit is due at the time of booking; balance is due 14 days prior to the event.
- 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 - \$500 - 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

**Discounted rates are available to Lifetime Members of the National Alumni Association, University Departments and organizations and to USA Health. Please contact the Office of Alumni Relations @ 251.460.7084 for more information.