

Rental Pricing Plans + Discount Structure

Last Updated: 6/23/18

Summary: Below is a list of the standard pricing plans and discounts available to rental clients and internal users. Within EMS, each group should be assigned a standard pricing plan based on their status as an organization (ex. nonprofit organization, public school, CUNY group, etc.) Any further discounts (including partnerships of any kind) require a waiver to be completed and attached to the reservation in EMS.

***Unless otherwise noted, full labor charges apply to all pricing plans and is not discounted unless waived*

- Standard/Full Price – Full rental charges
- Donors/Alumni – 20% discount
- Nonprofit Organization – 30% discount
- City/State/Federal Agency (including public schools) – 50% discount
- Internal Event – No rental charges
 - *Labor charges only apply to weekday Overtime and on all weekends*
- CUNY – No rental charges
- Film & TV Production - Special pricing plan

Additional Discounts and Partnerships

All additional discounts and partnerships are to be approved by the Vice President of Finance and Administration through the waiver process. A waiver form is to be completed, which includes a justification of the discount/partnership as well as a comparison of estimated charges at their original rate (based on the applicable pricing plan) and discounted charges.

When entering into a partnership, if an internal group or department is to receive the invoice and pay on behalf of the co-sponsoring external organization, they are to be billed as if the invoice were being sent to the outside group and assume all associated charges (after pricing plan and partnership discounts are applied).