

Heidelberg University Space Rental Policy & Rates

Heidelberg University campus space and facilities may be rented on an approved basis for use by groups, organizations, and individuals whose function and use does not conflict with University policies and standards.

Requests for space rental can be made by contacting the Events & Conferences Office by e-mail at events@heidelberg.edu or by calling that office at 419-448-2193.

Requests for athletic-related use of Frann's Fieldhouse or athletic fields should be made directly to Brody Naugle Bnaugle@heidelberg.edu or by calling 419-448-2072.

Fees established in 2025 are quoted below and at

<https://www.heidelberg.edu/sites/default/files/2026-01/Facilities%20Use%20Fees%202025.pdf> are for space and general minimal set-up only. If additional services are requested or required, additional charges will be assessed.

Events requiring food service must purchase those items from Heidelberg's food service contractor, Parkhurst Dining.

Certain uses and events may require the presence of Security or Police personnel at additional cost to the sponsoring group.

Additional charges will be assessed for damages to property or equipment or if excessive clean-up is required following an event.

A deposit or partial payment may be required to secure a space. Total costs must be paid immediately following use.

Proof of liability insurance coverage naming Heidelberg as an additional insured may be required for certain events and uses.

Requests for use of space are not guaranteed. Priority use of space is awarded first to official Heidelberg functions and events. The University reserves the right to cancel the use of space or change the location of a scheduled event to a similar space if necessary.

Summer programs requesting overnight use of space, food service, and housing should be directed to the Events & Conferences Office at events@heidelberg.edu or by calling that office at 419-448-2391. Rates and fees will be packaged and quoted separately from this schedule.

HEIDELBERG UNIVERSITY

FACILITIES USE FEES 2025

Campus Center	
(1 st floor lobby, CC 120 & 2 nd floor lobby, CC 220)	\$700.00
Wickham Great Hall	\$300.00
CC120	\$160.00
CC 212 (no furniture)	\$ 75.00
CC218	\$125.00
CC220	\$160.00
CC225	\$160.00
Campus Center Front or Back Lawns	\$190.00
 Misc Classrooms	
	\$ 75.00
 University Commons	
Rooms 201 or 203	\$300.00
	\$ 75.00
2 nd Floor Lounge	\$ 75.00
Legacy Patio (fireplace extra)	\$100.00
Bistro Patio	\$150.00
 France Great Hall	
	\$200.00
 Miller Hall	
First floor lounge	\$200.00
 Gillmor Hall	
Lobby	\$150.00
 Hoernemann Stadium	
Reisen Field	\$750.00
With lights, press box, & Fox Den	\$1,500.00
Fox Den	\$300.00
Wrestling Room	\$300.00
 Saurwein Health & Wellness Center	
Saurwein Multi-Purpose Room	\$200.00
Saurwein Patio	\$150.00
Delt Lounge	\$200.00
Phi Lobby	\$175.00
 Pfleiderer Hall	
Herbster Chapel	\$250.00
 University Hall	
Rickley Chapel	\$200.00

Bareis Hall		
Frost Lecture Hall		\$200.00
Gundlach Theatre		\$500.00
Founders Hall		
Little Theatre		\$200.00
Dance Studio		\$100.00
Brenneman Music Hall		
Ohl Concert Hall (250 seating-137 soft built in)		\$500.00
Pancoast Recital Hall		\$150.00
Hoernemann Refectory		
Main Dining Room		\$600.00
Lower Dining Room		\$150.00
Seiberling Athletic Complex		
Seiberling Gymnasium Full Day greater than 5 hours		\$950.00
1 - 5 hours		\$500.00
Peaceful Valley		
Baseball Field		\$300.00
Softball Field		\$300.00
Hidden Valley		
Soccer Fields		\$300.00
Frann's Field House:		
Entire Facility/day		\$5,000.00
(excluding weight room, athletic training, & concessions kitchen)		
Track Side Courts 1, 2, 3: 6 hours or less		\$ 100/hr
Greater than 6 hours		\$ 1,000
Track:		\$200/hr
Turf:		\$300/hr
Sports Performance		\$ 50/hr
Room 202:		\$150
Room 208:		\$300
Lobby:		\$ 50/hr
Observation Deck:		\$100/hr

(Tables, chairs, stage/platforms and any other services at additional charge for use in track side)

HU Chair rental .65 each & HU table rental \$4.50 & \$5.50 (rounds) - if available Outside rental company: Chairs \$1.35/ea. Tables \$9.75 and \$10.75 (rounds)

*Heidelberg faculty, staff, and students can rent facilities for 50% of the quoted price.

For Rental inquiries or questions, contact Lauren Austin-Smith, Director of Conferences & Events

419-448-2193

events@heidelberg.edu