



**STATE UNIVERSITY OF
NEW YORK AT NEW PALTZ**
Student Activities and Union Services
Student Union Building, Room 209
845-257-3025

STUDENT UNION SET-UP & RENTAL FEES

UPDATED MARCH 2009

DESCRIPTION OF SERVICES	UNIT PRICE	STUDENT GROUP	NP OFFICE / DEPT	OUTSIDE GROUP
DVD/TV/VCR/Screen/Overhead Projector	\$10.00 Each	WAIVED	WAIVED	YES
Computer Cart	\$25.00 Each	WAIVED	WAIVED	YES
Stage	\$50.00 Flat Fee	YES	YES	YES
Podium and Microphone	\$10.00	WAIVED	YES	YES
Tables	Dependent on Qty.	WAIVED	YES	YES
Chairs	Dependent on Qty.	WAIVED	YES	YES
Late FUSE Fee (Within 10 days of event)	\$20.00	YES	YES	YES
Late Set-up Fee (Change within 24Hours/Day of)	\$20.00	YES	YES	YES
Conference/Event Room Rental (6-8 Hours)	\$50.00 Each Room	WAIVED	WAIVED	YES
Conf. Room Set-up (Other than Standard)	\$10.00 Each Room	WAIVED	YES	YES
MPR Room Rental	\$45.00/Hour	WAIVED	WAIVED	YES
SUB Security/Event Staff Working Event*	\$7.15/Hr/Person	YES	YES	YES
SUB AV Tech Staff Working Event*	\$15.00/Hr/Person	YES	YES	YES
Professional Security Working Event	\$22.00/Hr/Person	YES	YES	YES
Overnight Storage	\$25.00 Flat Fee	YES	YES	YES

* - AV Tech and Security staff will be hired ½ hour prior to start of event and scheduled until ½ hour after completion of event end time.

** - Events will mid-event transitions and turnovers will be billed for the set-up of the change (either the cost of the set-up or the event staff required to facilitate the change, whichever is greater – but not both).

RATES FOR CHAIRS – SET-UPS	UNIT PRICE			
1-49	\$25.00			
50-99	\$30.00			
100-149	\$35.00			
150-199	\$40.00			
200-249	\$45.00			
250-299	\$50.00			
300-349	\$55.00			
350-399	\$60.00			
400+	\$65.00			
RATES FOR TABLES – SET-UPS	UNIT PRICE			
1-5	\$20.00			
6-10	\$25.00			
11-15	\$30.00			
16-20	\$35.00			
21-25	\$40.00			
26-30	\$45.00			
31-35	\$50.00			
36-40	\$55.00			
41-45	\$60.00			
46-50	\$65.00			
51+	\$70.00			

PLEASE NOTE: Events and functions hosted by University departments with student club co-sponsorships will be invoiced as a departmental event.