



## STUDENT UNION SET-UP & RENTAL FEES – 2014-2015

<b>BUILDING SPACE RENTAL PRICES</b>							
<b>DESCRIPTION OF SERVICES</b>	<b>UNIT PRICE</b>	<b>STUDENT GROUP</b>	<b>NP OFFICE / DEP'T</b>	<b>OUTSIDE GROUP</b>			
Mtg. Room Rental – 2 <sup>nd</sup> and 4 <sup>th</sup> Floors (6 Hr. Period)	\$50.00 Each Room	WAIVED	WAIVED	YES			
Multipurpose Room Rental	\$50.00/Hour	WAIVED	WAIVED	YES			
Student Union 100 North Room Rental	\$50.00/Hour	WAIVED	WAIVED	YES			
Student Union 62/63 Room Rental – 1 SIDE	\$25.00/Hour	WAIVED	WAIVED	YES			
Student Union 62/63 Room Rental – FULL	\$50.00/Hour	WAIVED	WAIVED	YES			
Open Building Outside of Normal Hours (Does not include staffing cost of building manager)	\$15.00/Hour	YES	YES	YES			
* - Please note the Atrium, Scholars Perch, and Entertainment Commons are NOT RESERVABLE spaces in the Student Union. These are common spaces designed to be social gathering places. Functions requested for these locations will be declined.							
<b>EQUIPMENT RENTALS PRICES (Equipment can NOT be used for events outside the Student Union)</b>							
Computer Cart (includes laptop and projector)	\$25.00 Each	WAIVED	WAIVED	YES			
TV Cart (includes TV and DVD/VCR)	\$10.00 Each	WAIVED	WAIVED	YES			
Overhead Projector (does not include transparencies)	\$10.00 Each	WAIVED	WAIVED	YES			
Portable Projection Screen	\$10.00 Each	WAIVED	WAIVED	YES			
Easel / Sign Pole / Music Stand	\$5.00 Each	WAIVED	YES	YES			
Portable Pipe and Drape (up to 30' wide and 12' tall)	\$50.00 Flat Fee	YES	YES	YES			
Stage (any configuration or size)	\$50.00 Flat Fee	YES	YES	YES			
Portable PA System	\$50.00	YES	YES	YES			
Microphone	\$10.00 Each	WAIVED	WAIVED	YES			
Podium with Microphone (MPR and 100 only)	\$10.00	WAIVED	YES	YES			
Podium with Full Technology (62/63 only)	\$25.00 Each	WAIVED	WAIVED	YES			
Meeting Room Set-up (Other than standard)	\$10.00/Room	WAIVED	YES	YES			
72" Round Tables (do not come with tablecloth/linen)	\$10.00/Table	WAIVED	YES	YES			
Rectangle Tables (do not come with tablecloth/linen) **	SEE BELOW	WAIVED	YES	YES			
Chairs**	SEE BELOW	WAIVED	YES	YES			
** - Events will mid-event transitions and turnovers will be billed for the set-up of the change (either the cost of the set-up equipment or the event staff required to facilitate the change, whichever is greater – but not both).							
<b>PERSONNEL PRICES (As Determined by Student Activities and Union Services)</b>							
Student Union Manager Working Event***	\$15.00/Hr/Person	YES	YES	YES			
Student Union AV Tech Staff Working Event***	\$15.00/Hr/Person	YES	YES	YES			
Professional Security Working Event	\$23.00/Hr/Person	YES	YES	YES			
*** - All staff will be hired ½ hour prior to start through ½ hour after completion of event time.							
<b>OTHER CHARGEABLE PRICING</b>							
Phone Conferencing Services	\$50.00/Service	NO	NO	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			
Overnight Storage	\$25.00 Flat Fee	YES	YES	YES			
Set-up of Non-SU Equipment (rented from outside vendor)	\$25.00 Flat Fee	WAIVED	YES	YES			
<b>RATES FOR CHAIRS – SET-UPS</b>							
1-49	\$25.00		150-199	\$40.00		300-349	\$55.00
50-99	\$30.00		200-249	\$45.00		350-399	\$60.00
100-149	\$35.00		250-299	\$50.00		400 +	\$65.00
<b>RATES FOR TABLES – SET-UPS</b>							
1-5	\$20.00		21-25	\$40.00		41-45	\$60.00
6-10	\$25.00		26-30	\$45.00		46-50	\$65.00
11-15	\$30.00		31-35	\$50.00		51-55	\$70.00
16-20	\$35.00		36-40	\$55.00		55+	\$75.00
<b>PLEASE NOTE: Events and functions hosted by University departments with student club co-sponsorships will be invoiced as a departmental event.</b>							