



STUDENT UNION SET-UP & RENTAL FEES – 2017-2018

Events and functions hosted by University departments with student club co-sponsorships will be invoiced at a departmental rate.

BUILDING SPACE RENTAL PRICES				
DESCRIPTION OF SERVICES	UNIT PRICE	STUDENT GROUP	NP OFFICE / DEP'T	OUTSIDE GROUP
Mtg. Room Rental – 2 nd and 4 th Floors (Day Long)	\$75.00 Ea. Room/Day	WAIVED	WAIVED	YES
MPR, 100 North, 62/63 Room Rental	\$100.00/Hour	WAIVED	WAIVED	YES
Entertainment Commons (includes free use of game tables)	\$25.00/Hour	YES	YES	YES
Open Building Outside of Normal Hours *(Does not include personnel costs)	\$15.00/Hour	YES	YES	YES
Please note the Atrium and Scholars Perch 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.				

EQUIPMENT RENTALS PRICES (Equipment can NOT be used for events outside the Student Union)				
DESCRIPTION OF SERVICES	UNIT PRICE	STUDENT GROUP	NP OFFICE / DEP'T	OUTSIDE GROUP
Portable Computer and Projector Cart	\$25.00 Each	WAIVED	WAIVED	YES
Easel / Arrow Sign / Music Stand	\$5.00 Each	WAIVED	YES	YES
Portable Pipe and Drape (up to 60' wide and 12' tall)	\$50.00 Flat Fee	YES	YES	YES
Stage (any configuration or size)	\$100.00 Flat Fee	YES	YES	YES
Portable PA System	\$50.00 Each	YES	YES	YES
Microphone with Stand	\$10.00 Each	WAIVED	WAIVED	YES
Podium with Microphone (MPR and 100 only)	\$10.00 Each	WAIVED	YES	YES
Podium with Full Technology (62/63 only)	\$25.00 Each	WAIVED	WAIVED	YES
72" Round Tables (do not come with tablecloth/linen)	\$10.00 Each	YES @ \$2.00 ea.	YES	YES
Rectangle Tables (do not come with tablecloth/linen)	\$2.00 Each	WAIVED	YES	YES
Chairs	\$0.40 Each	WAIVED	YES	YES
* - 2 nd and 4 th Floor Meeting rooms with standard set-up layouts are not charged unless a special request is made for a non-standard set-up. These special requests will be supported and charged the cost of personnel time used and any additional equipment delivered to the room.				
** - Events with 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).				

PERSONNEL PRICES (As Determined by Student Activities and Union Services)				
DESCRIPTION OF SERVICES	UNIT PRICE	STUDENT GROUP	NP OFFICE / DEP'T	OUTSIDE GROUP
Student Union Event Staff (Set-up Crew or Work-Study Help)	\$15.00/Hr/Person	YES	YES	YES
Student Union Manager Working Event***	\$20.00/Hr/Person	YES	YES	YES
Student Union AV Tech Staff Working Event***	\$20.00/Hr/Person	YES	YES	YES
Professional Security Working Event (estimated)	\$32.00/Hr/Person	YES	YES	YES
*** - All staff will be hired ½ hour prior to start through ½ hour after completion of event time.				

OTHER CHARGEABLE PRICING				
DESCRIPTION OF SERVICES	UNIT PRICE	STUDENT GROUP	NP OFFICE / DEP'T	OUTSIDE GROUP
Phone Conferencing Services	\$50.00/Day	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