

Event and Conference Services Department Resource Price Guide 2018 Calendar Year

Equipment	Department Price
Room Use (Excludes Gameroom and Skylight)	FREE
Gameroom Use	\$60 per hour
Skylight Use	\$25.00
Chairs	\$0.75 each
Tables (rectangular, round, cocktail)	\$10.50 each
LCD Projector (includes those already installed in the space)	Meeting Spaces \$42 per hour Multipurpose spaces: \$105 flat fee
Laptop (Free if LCD Projector is reserved)	\$41
Podium (Unpowered. If sound is needed, include Basic Sound)	\$21
Basic Sound (2 inputs: inputs can be either a microphone or a music player)	\$61
Reset Fee (Applied if room is changed from default set up)	\$52
Reset Fee – Skylight (Largest and most difficult room to reset)	\$185 (plus \$25 usage fee)
Technician Fee	\$30 per hour (Required to arrive 30 minutes prior and stay 30 minutes after)
Extended Building Hours (Commons and UC) January/Summer only	\$160 per hour
Easel	Tripod: \$5.50 Whiteboard: \$21.00
Pipe and Drape – Banjo – 8' tall	\$1.50 per foot
Pipe and Drape – Velour – up to 16' tall	\$4.00 per foot
Black and Gold Drape	\$1.50 per foot
Red Carpet	\$250.00 per section
Choral Risers	\$30 per section
Additional Sound Needs	Contact ECS Departmental Coordinator
Additional Light Needs	Contact ECS Department Coordinator

*These prices only reflect costs for events in The Commons and 3rd floor University Center spaces.

**It is highly encouraged that you speak to a member of Event and Conference Services about your event needs so that we can help create an accurate quote for your organization.