MU Student Organizations Rental Rate Schedule

The Alumni Memorial Union is pleased to offer its facilities and event-planning services to all Marquette University registered student organizations. A student group is recognized as registered once it has completed the necessary application with the Office of Student Development, located in Room 121 of the Union. A program qualifies as a student organization event when the space is reserved by a member of that registered student group who is actively involved in the planning of the event.

Student groups, which incur charges for events, may be required to make a deposit for the estimated costs. A final bill will be issued one week following the event. The remainder of the costs is due two weeks following the date of the event.

AMU facilities are available to all University registered student organizations at no charge when there are not fees charged to participants. For events involving admission fees, donations, fundraising for benefits, or registration fees, the facility fees posted will be applied. Other charges for events may include labor and equipment rental. Charges apply to all reservations for the Union Sports Annex.

http://www.mu.edu/amu/planevent/index.html

Daily rates are as follows for Student Organizations:

- Small meeting room ................................................................. $ 20
- Medium meeting room ............................................................. $ 25
- Large meeting room ................................................................. $ 40
- Room 157 .............................................................................. $ 100
- Room 163 .............................................................................. $ 100
- Room 227 ............................................................................... $ 65
- Grand Ballroom (ABCDE) ....................................................... $ 230
- Ballroom (ABE, CDE) ............................................................... $ 155
- Ballroom (AB, CD, E) ................................................................. $ 80
- Ballroom (A, B, C, D) ................................................................. $ 50
- Weasler Auditorium ................................................................. $ 170
- Varsity Theater ....................................................................... $ 210
- Lunda Room ........................................................................... $ 85
- Henke Lounge ......................................................................... $ 50
- Marquette Place ....................................................................... $ 170
- Lobby Table .............................................................................. $ 25
- Lounge .................................................................................... $ 40
- Lobbies ................................................................................... $ 40
- East/West Towne Mall .............................................................. $ 160
- Annex Court (Athletic Event) ................................................... $ 11.00/hr
- Annex Court (Catered Event over $500 – fee waived). $ 22.00/hr
- Annex Restaurant ...................................................................... $ 40/hr
- Annex Bowling Center .............................................................. $ 12.00/hr
  - Per 2 lanes ........................................................................... $ 12.00/hr
  - All lanes ............................................................................... $ 16.00/hr
- Student Organization Sponsored Dances ............................. $100.00 to $300.00
MU Student Organization Equipment Inventory and Rate Schedule

The following equipment is available for use in the Alumni Memorial Union, Union Sports Annex, Weasler Auditorium, or Varsity Theater. Please note that not all of this equipment may be available at one time. For maximum consideration, please reserve audio/visual equipment at least ten business days in advance. Audio visual technicians are necessary for some equipment.*

**AUDIO**
- Band sound system (Annex only) ($100.00)
- Boom box
- CD player
- Electric Piano
- Gig Rig
- Karaoke Machine (includes music)
- Microphone stand
- Microphone
- Monitors
- MP3 recorder (Produce CD $15.00)
- Portable podium PA system
- Press box
- Turntable top microphone stand
- Wireless hand held microphone
- Wireless lavaliere microphone

**VIDEO**
- 16 mm projector
- Data projector (AMU meeting rooms)
- Data projector (Ballroom, Aud, Varsity)
- DVD/VHS player
- Laptop computer (PC)
- Overhead projector
- AV Cart
- Presentation Remote
- Projection screen (5’ X 5’, 8’ X 8’, 9’ X 12’)
- SMART cart
- Smart room
- TV cart w/ DVD/VHS player
- VGA cord (PC and Mac)
- Wireless mouse

**LIGHTING**
- Follow Spotlight
- Light tree (set of 2)
- Gel Stage lighting ($2.00/ fixture)
- White Stage Lighting (only available in Weasler, Varsity, Ballrooms or Annex)

**COMMUNICATIONS**
- Conference Phone Unit
- Ethernet Cord
- Phone 1 (speaker)
- Wireless Guest Access
  1 Long distance charges will be billed at cost

*The following equipment requires an audio-visual technician to set-up and supervise.

- 2 to 15 microphones
- Wireless lavaliere or handheld microphone
- Data projector (not smart carts or smart rooms)
- Audio recording an event
- Playback of a tape, CD, DVD, or radio in Large Venues

**ADDITIONAL EQUIPMENT**
- Arrow signs
- Cash box
- Chalkboard
- Chorus risers
- Coat rack
- Easel pad
- Easel (wood)
- Flag (MU, USA, WI, Milwaukee)
- Flip chart
- Full length mirror
- Helium tank ($12.00)
- Large dance floor (21’ X 21’) ($200.00)
- Marquette seal
- Medium dance floor (18’ X 18’) ($150.00)
- Music stand
- Piano* (Auditorium, Ballroom, Varsity, electric)
- Pipe & Drape
- Podium (standing or table top)
- Portable partition
- Power strip
- Serpentine Table
- Shuttle Bus ($75.00)
- Sign pole
- Silk plant
- Small dance floor (12’ X 12’) ($75.00)
- Stage section (6’ X 8’) each
- Stanchions
- Stool
- Tables (72’X30’, 72’x18’, 30”, 60” and 72” rounds)
- Wheelchair
- White marker board
- Popcorn Machine (1/2 day rental) $30.00
- Popcorn Machine (full day rental) $60.00
  2Tuning charges will be accessed if tuning is required

**CHARGES PER LABOR HOUR**
- A/V technician ........................................... $13.00
- Building manager .................................... $12.00
- Coat check ................................................ $12.00
- Public safety officer ................................ $27.00
- Security .................................................... $12.00
- Ticket sale staff ...................................... $12.00
- Usher ....................................................... $12.00
- Varsity Theater staff ................................. $12.00

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