Non-University Organization Rental Rates

Union sponsored activities include programs, conferences, or other events that have been invited to utilize the Union facilities that are not hosted by other University departments or student organizations.

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

NOTE: University employees, students, and alumni are eligible for a 10% discount on room rental when reserving facilities for personal use.

Daily rates are as follows for Union sponsored events:

- Small meeting room ...................................................... $ 80
- Medium meeting room ................................................... $ 105
- Large meeting room .................................................... $ 150
- Grand Ballroom (ABCD) ............................................... $ 1480
- Ballroom (AB, CD, E) ................................................... $ 495
- Ballroom (ABE, CDE) .................................................. $ 975
- Ballroom (A, B, C, D) .................................................. $ 245
- Room 227 ....................................................................... $ 275
- Room 157 ....................................................................... $ 100
- Room 163 ....................................................................... $ 410
- Weasler Auditorium ....................................................... $ 1100
- Varsity Theater ............................................................... $ 1600
- Lunda Room ................................................................... $ 370
- Henke Lounge ............................................................... $ 160
- Marquette Place ............................................................. $ 740
- Lobby Table ..................................................................... $ 125
- Lounge ............................................................................ $ 155
- Lobbies .......................................................................... $ 155
- East/West Towne Mall ................................................... $ 650
- Annex Court (Athletic Event) .......................................... $ 24.00/hr
- Annex Court (Catered Event over $500 – fee waived) ..... $ 48.00/hr
- Annex Restaurant .......................................................... $ 120/hr
  - Annex Bowling Center (minimum 2 lanes for 2 hours)
    - Per 2 lanes ............................................................... $ 24.00/hr
    - All lanes ................................................................. $ 145.00/hr

If the set-up of an event requires staff beyond the normal staff on duty in the AMU facilities, these costs will be charged back to the event sponsor. A deposit is required to hold your reservation. Seventy-five percent (75%) of the total estimated costs is due to the Union within five days of receipt of confirmation. The remainder of the cost is due two weeks following the date of the event.

The staff at the Alumni Memorial Union looks forward to hosting your event.
Off-Campus Equipment Inventory and Price List

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) ................ $200.00
- Boom box ........................................ $ 30.00
- CD player ........................................... $ 30.00
- Electric piano ...................................... $100.00
- Gig Rig ............................................. $100.00
- Karaoke machine (with music) .................. $175.00
- Microphone stand ................................ no charge
- Microphone ....................................... $ 30.00
- Monitors ........................................... $ 50.00
- MP3 recorder ..................................... $ 50.00
- Press box .......................................... $ 50.00
- Portable podium PA system ....................... $ 50.00
- Table top microphone stand ...................... no charge
- Turntable ......................................... $ 30.00
- Wireless hand held microphone ................. $ 70.00
- Wireless Lavalier microphone ................... $ 80.00

**VIDEO**
- 16mm film projector ............................... $ 50.00
- AV cart ............................................ no charge
- Data projector (AMU meeting rooms) .......... $100.00
- Data projector (Ballroom, Aud, Varsity) .... $200.00
- DVD player ....................................... $ 30.00
- Laptop computer ................................ $100.00
- Overhead projector ................................ $ 20.00
- Presentation remote ............................... $ 15.00
- Projection screen (5’ or 8’) ..................... $ 40.00
- Projection screen (9’ x 12’) ..................... $ 80.00
- SMART Cart ....................................... $120.00
- SMART Room (no laptop) ......................... $100.00
- SMART Room (with laptop) .................... $120.00
- TV Cart w/ DVD/VHS Player ..................... $ 45.00
- VGA Cord (PC and Mac) ........................ no charge
- VHS player ....................................... $ 30.00
- Wireless mouse .................................. no charge

**LIGHTING**
- Follow Spotlight ................................ $ 50.00
- Light tree (set of 2) ................................ $ 40.00
- Gel Stage Lighting fixture ....................... $ 10.00
- White Stage Lighting ............................. no charge
  (only available in Weasler, Varsity, Ballrooms or Annex)

**COMMUNICATIONS**
- Speaker phone unit* (groups of 10 or more) . $ 90.00
- Ethernet Cord .................................... $ 5.00
- Phone – (speaker) ................................ $ 40.00
- Wireless Guest Access ......................... $ 10.00
* Long distance charges will be billed at cost

**ADDITIONAL EQUIPMENT**
- Arrow signs ........................................ no charge
- Cash box .......................................... no charge
- Chalkboard ...................................... $ 20.00
- Chorus risers ................................ . no charge
- Coat rack ........................................ $ 20.00
- DJ set ............................................ $ 95.00
- Easel pad ........................................ $ 10.00
- Extension cord .................................. no charge
- Flag (MU, US, WI, Milwaukee) ................ no charge
- Flip chart (pad w/markers) ...................... $ 4.00
- Full length mirror ................................ no charge
- Helium tank ...................................... $ 15.00
- Large dance floor (21’ X 21’) ................. $ 750.00
- Medium dance floor (18’ X 18’) ............. $ 500.00
- Music Stand .................................... $ 4.00
- Piano* (Varsity, Auditorium, Ballroom) .... $150.00
- Pipe & Drape ................................... $ 15.00
- Podium (standing or table top) ............... $ 25.00
- Portable partition ............................... $ 20.00
- Power strip ...................................... no charge
- Shuttle bus ...................................... Market Price
- Sign pole ....................................... $ 6.00
- Silk plant ........................................ no charge
- Small dance floor (12’ X 12’) ............. $ 350.00
- Stage section (6’ X 8’) each ................ $ 20.00
- Stanchions ...................................... no charge
- Tables (72’X30’, 72’X18’, 30’, 60’ and 72’ rounds) ................ no charge

**CHARGES PER LABOR HOUR**
- A/V technician ................................ $ 30.00
- Building manager ............................... $ 30.00
- Building supervisor ............................ $ 40.00
- Coat check ....................................... $ 25.00
- Custodian ........................................ $ 25.00
- Public safety officer ......................... $ 50.00
- Security .......................................... $ 25.00
- Technical Services Coordinator ............. $ 50.00
- Ticket sale staff ............................... $ 25.00
- Usher ............................................. $ 25.00
- Varsity Theater staff ........................ $ 25.00

2 Tuning charges will be assessed if tuning is required