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 no 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:

<table>
<thead>
<tr>
<th>Facility Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small meeting room (1-12 seating)</td>
<td>$ 20</td>
</tr>
<tr>
<td>Medium meeting room (12-25 seating)</td>
<td>$ 25</td>
</tr>
<tr>
<td>Large meeting room (16-50 seating)</td>
<td>$ 40</td>
</tr>
<tr>
<td>Room 157</td>
<td>$ 65</td>
</tr>
<tr>
<td>Room 163</td>
<td>$ 65</td>
</tr>
<tr>
<td>Centennial Room 227</td>
<td>$ 65</td>
</tr>
<tr>
<td>Grand Ballroom (ABCDE)</td>
<td>$ 230</td>
</tr>
<tr>
<td>Ballroom (ABE, CDE)</td>
<td>$ 155</td>
</tr>
<tr>
<td>Ballroom (AB, CD, E)</td>
<td>$ 80</td>
</tr>
<tr>
<td>Centennial Room 227</td>
<td>$ 65</td>
</tr>
<tr>
<td>Weasler Auditorium</td>
<td>$ 170</td>
</tr>
<tr>
<td>Varsity Theater</td>
<td>$ 210</td>
</tr>
<tr>
<td>Lunda Room</td>
<td>$ 85</td>
</tr>
<tr>
<td>Henke Lounge</td>
<td>$ 50</td>
</tr>
<tr>
<td>Marquette Place</td>
<td>$ 170</td>
</tr>
<tr>
<td>Lobby Table</td>
<td>$ 25</td>
</tr>
<tr>
<td>Lounge</td>
<td>$ 40</td>
</tr>
<tr>
<td>Lobbies</td>
<td>$ 40</td>
</tr>
<tr>
<td>East/West Towne Mall</td>
<td>$ 160</td>
</tr>
<tr>
<td>Annex Court (Athletic Event)</td>
<td>$ 11.00/hr</td>
</tr>
<tr>
<td>Annex Court (Catered Event over $500 – fee waived)</td>
<td>$ 22.00/hr</td>
</tr>
<tr>
<td>Annex Restaurant</td>
<td>$ 40/hr</td>
</tr>
<tr>
<td>Annex Bowling Center (minimum 2 lanes for 2 hours)</td>
<td>$ 12.00/hr</td>
</tr>
<tr>
<td>- Per 2 lanes</td>
<td>$ 12.00/hr</td>
</tr>
<tr>
<td>- All lanes</td>
<td>$ 72.00/hr</td>
</tr>
<tr>
<td>Student Organization Sponsored Dances</td>
<td>$100.00 to $300.00</td>
</tr>
</tbody>
</table>
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. To ensure first choice of equipment and staff support, please reserve audio/visual equipment at least ten (10) business days in advance. Audio visual technicians are required for select set up & equipment.*

**AUDIO**
- Band sound system (Annex Only)
- Boom box
- CD player
- i-Pod input
- Electric piano
- Gig Rig
- Karaoke Machine (w/music)
- Microphone stand
- Microphone
- Choir microphone
- Monitors
- Clear Com headset
- MP3 recorder
- Portable podium PA system
- Press box
- Table top microphone stand
- Turntable
- Wireless hand held microphone
- Wireless lavaliere microphone

**VIDEO**
- Data projector (AMU meeting rooms)
- Data projector (Ballroom, Aud, Varsity)
- DVD player
- VHS player
- Document camera
- Laptop computer
- Overhead projector
- AV cart
- Presentation remote
- Projection screen (5’ or 8’)
- Projection screen (9’ x 12’)
- SMART CART
- SMART room (no laptop)
- SMART room (w/ laptop)
- TV Cart w/ DVD/VHS Player
- VGA Cord (PC and Mac)
- Wireless mouse

**LIGHTING**
- Follow spotlight
- Light trees (set of 2)
- Gel stage lighting
- White stage lighting (only available in Weasler, Varsity, Ballrooms or Annex)

**COMMUNICATIONS**
- Conference phone unit*
- Ethernet cord
- Speaker phone*
- Wireless guest access

*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 (excluding 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
- Extension cord
- Flag (MU, US, WI, Milwaukee)
- Flip chart (pad w/markers)
- Full length mirror
- Helium tank .......................................................... $ 12.00
- Large dance floor (21’ X 21’)........................... $ 600.00
- Medium dance floor (18’ X 18’)......................... $ 400.00
- Music Stand
- Piano (Auditorium, Ballroom, Varsity)
- Pipe & drape
- Podium (standing or table top)
- Portable partition
- Power strip
- Shuttle bus ......................................................... Rental Fee
- Fire extinguisher
- Silk plant
- Small dance floor (12’ X 12’).......................... $ 200.00
- Stage section (6’ X 8’) each
- Stanchions
- 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

**CHARGES PER LABOR HOUR**
- A/V technician.................................................. $ 13.00
- Building manager............................................ $ 12.00
- Building supervisor........................................ $ 18.00
- Coat check....................................................... $ 12.00
- Security............................................................. $ 12.00
- Technical services coordinator.................... $ 20.00
- Ticket sale staff.............................................. $ 12.00
- Usher................................................................. $ 12.00
- Varsity theater staff........................................ $ 12.00