2013-2014

University Department Rental Rates

A program qualifies as a University Department event when the space is reserved by a MU department, the department is actively involved in the planning of the event, and the program is charged to a University account. All departments incurring charges for events will be required to submit a University account budget number to Event Management Office before the date of the event.

The Alumni Memorial Union facilities are available to all University Departments at no charge when (1) participants are members of the MU community (faculty, administrators, staff and students) and (2) no fees are assessed to the participants such as admission fees, donations, or registration fees. Charges apply to all reservations for the Union Sports Annex.

The facilities are available to University Departments for the posted rates when (1) fees are assessed to the participants such as admission fees, donations, or registration fees, and/or (2) participants include others beyond the MU community (faculty, administrators, staff and students), and/or (3) programs are grant funded.

http://www.marquette.edu/amu/plananevent.shtml

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

Daily rental rates for University Departments sponsored events:

- Small meeting room (1-12 seating) .................. $ 25
- Medium meeting room (12-25 seating) .......... $ 30
- Large meeting room (16-50 seating) .......... $ 55
- Centennial Room 227 ........................ $ 80
- Room 163 ........................................ $ 80
- Room 157 ........................................ $ 80
- Grand Ballroom (ABCDE) ...................... $ 340
- Ballroom (ABE, CDE) ......................... $ 230
- Ballroom (AB, CD, E) ......................... $ 120
- Ballroom (A, B, C, D) ......................... $ 60
- Weasler Auditorium ............................ $ 275
- Varsity Theater ................................ $ 500
- Lunda Room ..................................... $ 120
- Henke Lounge .................................. $ 60
- Marquette Place ................................ $ 210
- Lobby Table .................................... $ 30
- Lynch Lounge .................................. $ 55
- Lobbies ......................................... $ 55
- East/West Towne Square ....................... $ 200
- Annex Court (Athletic Event) ............... $ 14.00/hr
- Annex Court (Catered Event over $500 – fee waived) .. $ 28.00/hr
- Annex Restaurant .............................. $ 120/hr
- Annex Bowling Center (minimum 2 lanes for 2 hours)
  Per 2 lanes ..................................... $ 15.00/hr
  All lanes ....................................... $ 90.00/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.
University Equipment Inventory and Price List

Audio Visual equipment, sound systems and technical assistance is available for functions, such as speakers, concerts, dances, meetings, and cultural events. The AMU Audio-Visual staff will operate all equipment. Charges associated with technical service are listed below. Requests for audio-visual equipment can be submitted to your primary Event Coordinator (if assigned), or by contacting the Event Management Office at 414-288-7202, or stop by AMU, Room 245. To ensure first choice of equipment and staff support, please submit your request at least ten (10) business days prior to your function date.

**AUDIO**
- Band sound system ................................................. $ 150.00
- CD player ......................................................................... $ 20.00
- I-Pod input ........................................................................ no charge
- Electric piano .................................................................... $ 80.00
- Gig Rig (Sound system, 2 speakers) ........................... $ 75.00
- Microphone stands ............................................................... no charge
- Microphone ........................................................................ $ 10.00
- Choir microphone ............................................................... $ 20.00
- Monitors ................................................................. $ 20.00
- Clear Com headset (set of 2) ................................................ $ 40.00
- MP3 recorder ....................................................................... $ 30.00
- Portable podium PA system ................................................ $ 20.00
- Press box ........................................................................... $ 30.00
- Table top microphone stands ............................................... no charge
- Wireless hand held microphone ........................................... $ 40.00
- Wireless lavaliere microphone ......................................... $ 40.00

**VIDEO**
- Data projector ............................................................. $ 60.00
- DVD player ............................................................... $ 25.00
- Document camera ............................................................ $ 15.00
- Laptop computer ............................................................... $ 80.00
- Overhead projector ............................................................ $ 12.00
- AV cart ........................................................................... no charge
- Presentation remote ............................................................ no charge
- Projection screen (5’ or 9’) ............................................... $ 20.00
- Projection screen (9’ x 12’) / Data Projector ..................... $ 20.00
- Projection screen (6’ x 9’) (rear projection) .................... $ 20.00
- SMART CART ............................................................... $ 70.00
- SMART room (w/ customer’s laptop) .............................. no charge
- SMART room (w/ AMU laptop) ......................................... $ 80.00
- TV Cart w/ DVD/VHS Player ........................................... $ 30.00
- VGA Cord (PC and Mac) ................................................... no charge

**LIGHTING**
- Custom Gobo (30 days-notice required)................................ Rental Fee
- Follow spotlight (Varsity/Weasler) ........................................ $ 20.00
- LED Lights ......................................................................... $ 5.00
- Light trees (set of 2) .......................................................... $ 15.00
- Gel stage lighting ............................................................... $ 10.00
- White stage lighting .......................................................... no charge
- (only available in Weasler, Varsity, Ballrooms or Annex)

**COMMUNICATIONS**
- Conference phone unit* ................................................... $ 55.00
- Ethernet cord ................................................................. no charge
- Marquette Card Reader ....................................................... no charge
- Speaker phone* .............................................................. $ 15.00
- Wireless guest access ...................................................... no charge

*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 ................................................................. no charge
- Cash box ........................................................................... no charge
- Chorus risers ..................................................................... $ 50.00
- Coat rack ........................................................................... no charge
- Dance floor (21’ X 21’) ..................................................... $ 600.00
- Dance floor (18’ X 18’) ..................................................... $ 400.00
- Dance floor (12’ X 12’) ..................................................... $ 200.00
- Easel pad ............................................................................ $ 4.00
- Extension cord ................................................................. no charge
- Flag (MU, US, WI, Milwaukee) .......................................... no charge
- Full length mirror ............................................................. no charge
- Helium tank ....................................................................... $ 20.00
- Music Stand ...................................................................... no charge
- Piano (Auditorium, Ballroom, Varsity) ........................... $ 80.00
- Piano Tuning ................................................................. market price
- Pipe & drape ...................................................................... $1.50 per ft.
- Podium (standing or table top) ........................................... $ 10.00
- Portable partition ............................................................. $ 8.00
- Power strip ........................................................................ no charge
- Shuttle bus ................................................................. Rental Fee
- Sign pole ........................................................................... no charge
- Silk plant ........................................................................... no charge
- Stage section (6’ X 8’) each .......................................... no charge
- Stanchions ....................................................................... no charge
- Tables (72’ X 30’, 72’ X 18’, 30’, 60’ and 72” Rounds) ........ no charge
- Wheelchair ................................................................. no charge
- White marker board / Flipchart ...................................... $ 10.00

**CHARGES PER LABOR HOUR**
- A/V technician ............................................................... $ 13.00
- Building manager .......................................................... $ 12.00
- Building supervisor ......................................................... $ 25.00
- Coat check ........................................................................ $ 12.00
- Public safety officer ......................................................... $ 27.00
- Security ............................................................................ $ 12.00
- Technical services coordinator ........................................ $ 30.00
- Ticket sale staff .............................................................. $ 12.00
- Usher .............................................................................. $ 12.00
- Varsity Theater staff ....................................................... $ 12.00

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