University Hosted Event Rental Rates

University Hosted Events are academic programs, conferences, retreats and/or meetings involving two entities: *a University entity* (academic department or administrative unit or recognized student organization) and *an outside organization* (such as a professional association in which the University holds membership or maintains a relationship that directly benefits the University community or community-based organization.)

Per daily rental rates are as follows:

<table>
<thead>
<tr>
<th>Facility Description</th>
<th>Daily Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small meeting room (1-12 seating)</td>
<td>$ 75</td>
</tr>
<tr>
<td>Medium meeting room (12-25 seating)</td>
<td>$ 90</td>
</tr>
<tr>
<td>Large meeting room (16-50 seating)</td>
<td>$ 120</td>
</tr>
<tr>
<td>Grand Ballroom (ABCDE)</td>
<td>$ 1200</td>
</tr>
<tr>
<td>Ballroom (AB, CD, E)</td>
<td>$ 450</td>
</tr>
<tr>
<td>Ballroom (ABE, CDE)</td>
<td>$ 750</td>
</tr>
<tr>
<td>Ballroom (A, B, C, D) (1-175 seating)</td>
<td>$ 260</td>
</tr>
<tr>
<td>Centennial Room 227 (1-175 seating)</td>
<td>$ 260</td>
</tr>
<tr>
<td>Room 157 (1-175 seating)</td>
<td>$ 260</td>
</tr>
<tr>
<td>Room 163 (1-175 seating)</td>
<td>$ 260</td>
</tr>
<tr>
<td>Weasler Auditorium</td>
<td>$ 900</td>
</tr>
<tr>
<td>Varsity Theater</td>
<td>$ 1200</td>
</tr>
<tr>
<td>Lunda Room</td>
<td>$ 300</td>
</tr>
<tr>
<td>Henke Lounge</td>
<td>$ 150</td>
</tr>
<tr>
<td>Marquette Place</td>
<td>$ 600</td>
</tr>
<tr>
<td>Lobby Table</td>
<td>$ 110</td>
</tr>
<tr>
<td>Lynch Lounge &amp; Veranda</td>
<td>$ 225</td>
</tr>
<tr>
<td>Lobbies (1st &amp; 2nd Floors)</td>
<td>$ 225</td>
</tr>
<tr>
<td>East/West Towne Mall</td>
<td>$ 500</td>
</tr>
<tr>
<td>Academic Building Classroom (1-50 seating)</td>
<td>$ 35</td>
</tr>
<tr>
<td>Academic Building Classroom (51-100 seating)</td>
<td>$ 110</td>
</tr>
<tr>
<td>Academic Building Classroom (101+ seating)</td>
<td>$ 200</td>
</tr>
<tr>
<td>Annex Court (Recreation)</td>
<td>$ 18.00/hr</td>
</tr>
<tr>
<td>Annex Court</td>
<td>$ 175.00</td>
</tr>
<tr>
<td>Annex Restaurant</td>
<td>$ 150.00</td>
</tr>
<tr>
<td>Annex Bowling Center (minimum 2 lanes for 2 hours)</td>
<td></td>
</tr>
<tr>
<td>- Per 2 lanes</td>
<td>$ 18.00/hr</td>
</tr>
<tr>
<td>- All lanes</td>
<td>$ 100.00/hr</td>
</tr>
</tbody>
</table>

All rates and charges are subject to change and are not set until an Event Confirmation has been sent.
University Hosted 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 Technical Services staff will operate all equipment in the Alumni Memorial Union facilities and other select campus locations. Charges associated with technical service are listed below.

**AUDIO**
- Band sound system ........................................ $ 150.00
- CD player..................................................... $ 25.00
- I-Pod input................................................. $ 25.00
- Electric piano.............................................. $ 75.00
- Gig Rig (Sound system, 2 speakers) .................... $ 75.00
- Microphone stands...................................... no charge
- Microphone............................................... $ 25.00
- Microphone............................................... $ 25.00
- Music Stand.............................................. no charge
- Clear Com headset (set of 2) .......................... $ 50.00
- Wireless lavaliere microphone ....................... $ 50.00
- Table top microphone stands ....................... $ 15.00
- LED Lights Set of 6.................................. $ 90.00
- I-Pod input................................................. $ 25.00
- Press box ................................................... $ 35.00
- Portable podium PA system .......................... $ 45.00
- Monitor...................................................no charge
- Wireless hand held microphone ...................... $ 50.00
- Wireless lavaliere microphone ....................... $ 50.00

**VIDEO**
- Data projector ........................................ $ 150.00
- DVD player................................................ $ 25.00
- Document camera ..................................... $ 20.00
- Laptop computer...................................... $ 90.00
- Overhead projector .................................. $ 15.00
- AV cart .................................................... no charge
- Projection screen (5' or 8') ......................... $ 30.00
- Projection screen (6' x 9') (rear projection) ....... $ 60.00
- SMART room (w/ customer’s laptop) ............... no charge
- SMART room (w/ AMU laptop) ....................... $ 90.00
- TV Cart w/ DVD/VHS Player ......................... $ 30.00
- VGA Cord (PC and Mac) ............................. no charge
- Pipe & drape ............................................. no charge
- Data projector ........................................ $ 150.00
- DVD player................................................ $ 25.00
- Document camera ..................................... $ 20.00
- Laptop computer...................................... $ 90.00
- Overhead projector .................................. $ 15.00
- AV cart .................................................... no charge
- Projection screen (5' or 8') ......................... $ 30.00
- Projection screen (6' x 9') (rear projection) ....... $ 60.00
- SMART room (w/ customer’s laptop) ............... no charge
- SMART room (w/ AMU laptop) ....................... $ 90.00
- TV Cart w/ DVD/VHS Player ......................... $ 30.00
- VGA Cord (PC and Mac) ............................. no charge
- Pipe & drape ............................................. no charge
- X-Axis Lighting ........................................ no charge
- LED Lights Set of 6.................................. $ 90.00
- Light trees (set of 2) ................................ $ 30.00
- Gel stage lighting .................................... $ 15.00
- Fog Machine........................................... $ 30.00
- White stage lighting ................................... no charge
- White stage lighting ................................... no charge

**COMMUNICATIONS**
- Conference phone unit*............................... $ 65.00
- Ethernet cord.......................................... $ 5.00
- Marquette Card Reader ................................ $ 35.00
- Speaker phone* ........................................ $ 35.00
- Wireless guest access .............................. $ 30.00
- Wireless guest access .............................. $ 10.00

*Long distance charges will be billed at cost.

**ADDITIONAL EQUIPMENT**
- Arrow signs ............................................. no charge
- Cash box ................................................... no charge
- Chorus risers ........................................... $ 35.00
- 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............................................... $ 5.00
- Extension cord ........................................ no charge
- Flag (MU, US, WI, Milwaukee) ..................... no charge
- Full length mirror ...................................... no charge
- Music Stand ........................................... $ 4.00
- Piano (Auditorium, Ballroom, Varsity) .......... $ 100.00
- Piano Tuning .......................................... ($120) Market Price
- Pipe & drape ............................................. no charge
- Podium (standing or table top) .................... $ 15.00
- Portable partition .................................... $ 15.00
- Power strip .............................................. no charge
- Shuttle bus ............................................. Rental Fee
- Stanchions ............................................... $ 5.00
- In-house Silk plants ................................... no charge
- Stage section (6’ X 8’) each ......................... $ 15.00
- Tables (72”x30”, 72”x18”, 30”, 60” and 72” Rounds) ............... no charge
- Chair ................................................... no charge
- Wheelchair ............................................. no charge
- White marker board / Flipchart .................... $ 15.00
- SMART room (w/ AMU laptop) ....................... $ 90.00
- SMART room (w/ customer’s laptop) ............... no charge
- SMART room (w/ customer’s laptop) ............... no charge
- SMART room (w/ AMU laptop) ....................... $ 90.00
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- Fog Machine........................................... $ 30.00
- White stage lighting ................................... no charge
- White stage lighting ................................... no charge

**EVENT PERSONNEL**
- A/V Technician ........................................ $ 30.00/hr
- Technical Services Coordinator ................... $ 50.00/hr
- MU Police Officer .................................... $ 50.00/hr
- Event Support Staff ................................. $ 25.00/hr
- (Coat check Attendants, Student Security, Ticket Taker, Usher)

The following equipment requires an audio-visual technician to set-up and supervise.
- 2 to 15 microphones
- Wireless lavaliere or handheld microphone
- Data projector (excludes smart rooms)
- Audio recording an event
- Playback of a tape, CD, DVD, or radio in large venues
- Wireless guest access .............................. $ 10.00

For university hosted events, all charges associated with the event (including catering services) is billed through a single university account budget number.

2020-21