

Fee-Based Audio / Visual Equipment & Services

Equipment		Standard Charge
Video		
Multi-media cart -- (LCD projector, DVD, VHS, computer, overhead projector, speakers)	All combined	\$350.00
LCD projector	Each	\$200.00
Overhead projector	Each	\$50.00
Slide projector	Each	\$50.00
TV / VCR / DVD player	Each	\$65.00
Audio / Sound		
Distributive sound system with 1 microphone	Per day	\$175.00
Handheld wireless microphone	Per additional	\$75.00
Standard wired microphone	Per additional	\$20.00
Lapel wireless microphone *	Per additional	\$75.00
Portable sound system **	Each	\$175.00
CD player	Each	\$35.00
Background music	Per event	\$35.00
Miscellaneous		
Macintosh laptop computer	Each	\$100.00
Satellite video conferencing	Per hour	\$100.00
Phones / phone lines	Each	\$20.00
Conference speakerphone	Each	\$40.00
High-speed Internet connection	Each	\$100.00
Computer lab – hourly rate ***	Each	\$75.00
AV cart with power	Each	\$25.00
Services		
AV / computer tech services	Per hour	\$50.00
Video recording services	Per hour	\$75.00
-- with VHS tape	Per tape	\$25.00
DVD dubbing	Per DVD	\$45.00
Engineer	Per hour	\$70.00

* Lapel (lavalier) microphones are only available in rooms 102, 103 and 104.
 ** The portable sound system is available for rental outside of 102, 103, 104 only.
 *** Hourly rate applies to groups renting other rooms in facility, and using lab during breaks or lunchtime for Internet access only.

Should you need additional equipment or services for your event that we are unable to provide, we will work with you to find vendors in the community to fill your needs.

Equipment & Services Provided with Room Rental

Initial room set-up & break-down *	Unlimited local phone calls
Water service	Table top lecterns, if requested
Chairs and tables	Podiums 26" x 47", if requested
Tablecloths	Stage - up to 8' x 24' (6 pieces), if requested
Projection screens	Dry erase board and pens

* The client selects the initial room set-up. Additional changes will be charged at the rate of \$25 per hour / per CML staff member, with a \$50 minimum.

Other Fee-Based Equipment Available

Equipment		Standard Charge
Flip charts, stands, markers	Each	\$25.00
Dance floor (15' x 15', 18' x 18', 21' x 21'+)	Each	Starting at \$300.00
Exhibitor tables (6' x 30") with skirting	Each	\$20.00
Specialty décor center pieces *	Each	\$25.00 - \$35.00
Reception desk (phone & computer)	Per day	\$100.00
Fax per page	Each	\$1.00
Copies		
Single side	Per copy	\$.10
Double sided	Per copy	\$.15
Transparencies	Per copy	\$.75
Hanging fees **	Per banner	\$10.00
Box handling / storage fee	Per box / day	\$10.00

Note: A full print shop is available on campus.

* CML staff will order and place each center piece. There is a \$25 delivery fee.

** Only blue paint-safe tape and sticky-tack is allowed for use in the CML.

Other Fee-Based Services Available

Service		Standard Charge
Registration / proctoring services (day of event)	Per hour	\$50.00
Public safety officer	Per hour	\$50.00
Parking lot reservation		
Registration only (three hours)	Per space	\$2.00
Full-day rental (nine hours)	Per space	\$5.00