

ARKANSAS UNION  
FACILITY USAGE POLICIES

Reservation requests for use of the Arkansas Union facility are made in the Union's Reservations office. Reservation requests may be made by utilizing the following options:

Reservations Office:	Arkansas Union, Room 634
Phone or Fax:	479-575-2146, Fax: 479-575-7191
Email:	arkures@uark.edu
On Line:	<a href="http://www3.uark.edu/virtualems/">http://www3.uark.edu/virtualems/</a>

**Request Priority:**

1. Reservation requests that are designated by the Arkansas Union Director as significant University Events that are central to the mission of the institution will have first priority and will be honored for dates that extend past one year.
2. Registered Student Organizations(RSO) may make reservation requests between February 1 – March 31 to receive priority booking of their events or functions, information/display tables, banners inside/outside and display cases for the following year - fall and spring (spring includes summer) semesters. Requests will be processed on a first come, first serve basis.
3. University Departments may make reservation requests after April 1<sup>st</sup> for the following year - fall and spring (spring includes summer) semesters. All requests for space will be processed on a first come, first serve basis.
4. Registered Student Organizations and University Departments may sponsor Non-University organizations with related purposes and the activity must benefit students, faculty and staff. Please see the rate schedules on pages 15-18, under Sponsored Non-University Groups by Registered Student Organizations and University Departments.
5. Exceptions can be made through the Director of the Arkansas Union.
6. Non-university organization events are events arranged by an organization that is not associated with the University of Arkansas. Please see the rate schedules on pages 15-18 under Non-University Groups.
7. Non-University organization requests may be made six months in advance of the event.

## **Room and Equipment:**

1. Requests for space and equipment that will be used in conjunction with meetings and small events must be made twenty-four (24) hours in advance.
2. Requests for space and equipment that will be used in conjunction with large events must be made fourteen calendar days in advance.
3. Technical riders associated with an event must be supplied fourteen calendar days in advance of the scheduled event.
4. Groups reserving rooms are granted exclusive use of such room(s) for the event time reserved.
5. Registered Student Organizations and University Departments may make a standing room reservation. A standing room reservation is the use of a room at a specific time on a reoccurring basis (weekly, twice weekly, or monthly, etc).
6. Student groups, which are spontaneous in nature, may make requests to use Union meeting rooms based on availability. The approval of spontaneous events is at the discretion of the Director of the Union based on value to students, faculty, and staff.
7. Student groups and University Departments may make requests to use Union facilities for forums (campaigning, etc.) on current campus or world events based on availability.
8. The sponsoring organization is responsible for damage to the facility and equipment during their reservation.
9. The Arkansas Union reserves the right to change room assignments in order to accomplish its major obligation of providing space to accommodate the greatest number of functions for the University community.

## **General Use Policies:**

1. Activities or functions held in the Arkansas Union cannot be in conflict with existing businesses in the Union.
2. If edible items are sold and/or given away within the Arkansas Union, the vendor or RSO responsible must receive permission from Chartwells

Dining Services to distribute those products before the space can be reserved. Please be aware that the Arkansas Union is only approving the use of our facility and that the vendor or organization having the event is held liable if the product sold and/or given away is not fit for consumption.

3. The Center for Leadership & Community Engagement in Arkansas Union Room A665 must approve any fund raising activity by Registered Student Organizations in the Arkansas Union or on its grounds. Fund raising activities include but are not limited to selling any item or service, charging admission to an event, and taking donations for charity. They may be reached at 575-5255. Space will not be considered or reserved until the fundraising form is completed.
4. Security Assessment: The Arkansas Union reserves the right to mandate UAPD to attend an event at the sponsoring organization's expense should the Union think that security is warranted. Such events would be dances, VIP events, or events deemed necessary for security, etc. In such instances, the organizer of the event will be asked to contact UAPD at least one week prior to the event to enable an assessment of potential security needs, including estimated costs to the organizer. The Union will verify this has been done with UAPD. In the event UAPD is not contacted at the Union's request, the event may be cancelled by the Union.
5. Users of the Arkansas Union facility and its grounds must abide by University regulations and Federal, State, and local laws.
6. If in the opinion of the Arkansas Union Management that live music or amplified sound inside of the Arkansas Union is disturbing other Union meeting and/or occupants, the group must lower the music or amplified sound to the satisfaction of Union Management.
7. Live music or any amplified sound played outside must adhere to the University's sound ordinance. Please see <http://vcfa.uark.edu/675.htm>, 708.0 for more information.
8. All events must maintain a noise level that allows all other events/services in the Union to function. Noise level is deemed appropriate by Union personnel. Failure to comply with noise reduction requests may result in event cancellation and cancellation of future events.
9. Anything that could damage the facility, including but not limited to, painting, taping, stapling, gluing, nailing and glitter is prohibited. Applicable repair/cleaning charges may apply. Please see page 18 for such charges.

10. The use of any devices or materials that does not comply with fire code, including but not limited to open flames (candles & etc), fog machines, and hay is prohibited. Arrangements can be made to use fog machines but the customer must obtain approval from the Arkansas Union Management and pay for a fire alarm technician.
11. Failure to comply with the Arkansas Union and University policies may result in the cancellation of future reservations and/or restriction from the use of the Arkansas Union facility.
12. Discrimination in the use of the Arkansas Union facility regarding disability, race, religion, gender, sexual orientation, or nationality is prohibited.
13. Failure to show up on reserved dates for an event could result in the cancellation of the organization's future events and/or a no show charge that differs based on the organization's billing tier. Please see Misc. Charges on page 18.
14. Events may be cancelled if the proper information is not received from the organizer within 5 working days prior to the event's start time. For the Arkansas Union to determine if a set up is possible, events may also be automatically cancelled if a setup meeting cannot occur with the organizer within 5 working days prior to the event's start time.

*Note: Proper information includes setup information, technical needs, artist riders, billing information, and any information that is deemed essential by the Arkansas Union staff.*

15. Events that require additional labor above the normal set up may be charged a special set up fee. Above normal set ups could include a quick turn around time that warrants additional staff for an event or setups other than typical as determined by Arkansas Union staff. Please see Misc. Charges for Special Setups on page 18.
16. The Arkansas Union hours of operation are 7a.m.-12a.m. Monday-Friday, 9a.m.-12a.m. Saturdays, and closed Sundays. These hours are sometimes modified during the summer and holiday season. All events in the Arkansas Union should be scheduled during hours of operation. Exceptions can be made through the Director of the Arkansas Union; and a charge of \$50.00 per hour per staff member needed outside of the hours of operation will be accrued. Please see Misc. Charges on page 18.

17. The Arkansas Union recommends that all events scheduled to take place outdoors, schedule an alternate location in case of rain. If the Arkansas Union is utilized as an “in case of rain” location, the rain call must be made 24 hours before the event is scheduled to take place. If the event is scheduled for a Saturday, Sunday or Monday, the rain call must be made by noon on the Friday prior to the event. “In case of rain” events on a Saturday or Sunday may be limited due to staff limitations. “In case of rain” events that are outside normal hours of operation or need extra Union staff (if available) will be charged \$50 per hour per staff member needed.
18. Events held within the Arkansas Union that incur charges will be billed within two weeks following the event date if all of the correct billing information is given to the reservationist from all entities involved.
19. University of Arkansas students are allowed to reserve space for academic presentations. These students will be charged as a Sponsored Non-University Group for the space and equipment used.
20. University of Arkansas students are allowed to utilize unreserved space within the Arkansas Union during finals to study. The students must contact the Arkansas Union Reservations office before utilizing the space.
21. The University Programs Theater which is owned by University Programs is only reservable when a University Programs staff member is available to operate the equipment. This space must be reserved through the Director of Student Activities at 575-5255.
22. Refreshments are allowed in the Arkansas Union Theatre that are bottled or canned; along with such food items as popcorn and light h’ devours served on disposable containers ordered through Chartwells dining services. The organization hosting the event is responsible for cleaning at the completion of the event. When cleaning is completed the space must be returned to its original condition prior to the start of the event. Failure to do so could result in the cancellation of future reservations and appropriate cleaning charges. Please see Misc. Charges on page 18.
23. University scheduled classes for credit may only be held in the Union with the approval of the Arkansas Union Director on a first come first serve basis.
24. The Arkansas Union does not charge Non-University Groups for meeting spaces if the event is reserved through the Career Development Center and is for recruitment purposes. Such Non-University Groups will be charged for all media equipment at a Sponsored Non-University Group Rate.

25. The Arkansas Union does not charge University Departments that are within the Division of Student Affairs. A list of these departments can be viewed at <http://studentaffairs.uark.edu/1311.htm>.
26. The Arkansas Union does not charge events associated with the United Way Campaign.
27. Arkansas Union customers are allowed one scheduled rehearsal in conjunction with their scheduled event where space and time permit. All additional rehearsals may only be scheduled twenty-four hours before the date requested to ensure that major events are given scheduling priority.
28. The MultiCultural Center (MCC) is reserved by Sharon Awtrey at 479-575-2064. Once approval has been issued by the MCC, requests for media equipment, tables, chairs, etc. must be reserved through the Arkansas Union Reservations office.
29. The Art Gallery and RZ's are reserved by the Arkansas Union Reservations office. The Arkansas Union will then receive final approval for such reservations from each venue.
30. Requests made by Non University Groups for space in the Arkansas Union for purposes of fundraising/donations must obtain permission from the University Business Affairs Office at 479-575-6291 before space can be reserved.
31. Members of the university community must provide the Arkansas Union Reservations office with a university email address for all reservation requests.
32. Requests to make changes to a reservation can only be made by the person that made the original reservation.
33. All groups wishing to show movies in the Arkansas Union or on its grounds must receive copyrights to show such movies. Failure to comply could result in the cancellation of the event.
34. All outstanding debts with the Arkansas Union must be reconciled prior to scheduled events and before scheduling future events.

## Information Tables:

1. All table activities must carry the identification of the sponsoring Student Organization or Department.
2. A representative of the organization must be in attendance the entire time that the table is reserved.
3. Non-University Groups are permitted to reserve information tables but will be charged for the tables used. Please see Furniture and Equipment Rates on page 17.
4. Tables are available in the following locations:
  - a. 3rd floor in front of the Food Court:
    - 2 on the north side and 2 on the south side.
  - b. Mall area in front of the Union:
    - 4 tables on the north side and 4 tables on the south side of the fountain. All of the Arkansas Union table spaces are located west of the fountain.
  - c. 2nd floor east wall:
    - 2 tables north of the Razorback Shop entrance
5. Table space may be booked for periods of 5-day increments. If table space is available at the end of this 5-day period, a request for extension will be honored in 2-day increments.
6. Table activity must be limited to the confines of the table. Table activity cannot restrict the traffic flow through the hallways or interfere with the rights of others operating tables.
7. Hawking to patrons of the Arkansas Union or loud and boisterous activity is not allowed. Hawking is considered to be calling out or approaching passer bys. If violated, reservation(s) may be cancelled.
8. Tables must be kept neat and orderly. Remove all materials at the end of each day. Materials will be removed from unattended tables and thrown away.
9. Promotion material, posters, etc. are limited to the table or rolling bulletin board provided by the Arkansas Union. Exceptions can be made by Arkansas Union Reservations staff. Material may not be taped to any painted wall surface, nor taped on the floors.

10. Failure to show up on reserved dates could result in loss of the organization's ability to reserve table space in the future.

### **Dance Policy:**

1. The Arkansas Union Ballroom may be reserved by Registered Student Organizations and University Departments for dances. Please see the Room Rental Rates on page 15.
2. Security is required for all dances. The organizer of the event will be asked to contact UAPD at least one week prior to the event to enable an assessment of potential security needs, including estimated costs to the organizer. The Union will verify this has been done with UAPD. In the event UAPD is not contacted at the Union's request, the event may be cancelled by the Union.
3. All General Use Policies apply.

### **Policies and procedures for holding Blood Drives in the Arkansas Union:**

All duly licensed organizations in Northwest Arkansas who are eligible to conduct blood drives must follow the following policy for blood collection in the Arkansas Union.

Currently there are two such licensed organizations, the American Red Cross and the Community Blood Center of the Ozarks.

The licensed organization is responsible for paying \$5.00 per table per day that the Blood Drive takes place. Room charges and other equipment (if appropriate) will follow the Arkansas Union rate schedule.

1. Each organization will be allotted one Blood Drive during the summer, fall, and spring semesters.
2. Blood Drives may be held for a maximum of three days.
3. A Registered Student Organization in good standing at the University of Arkansas must sponsor the Blood Drive.
4. Reservations may be made for the following year on or after April 1st.

5. The Arkansas Union will reserve dates for Blood Drives on a first-come, first-serve basis through student organizations.
6. Reservations should be made a minimum of two weeks in advance of a Blood Drive.
7. All other General Use Policies will apply.
8. The Blood Collection agency shall be responsible for proper disposal of all sharp and blood contaminated utensils and supplies.

**Banners-Inside:**

1. The Arkansas Union Reservations office in room 634 reserves inside banner spaces on a first come first serve basis for a period of two weeks, 14 calendar days, not counting holidays or weekends.
2. The information on the banner must be limited to the promotion of the activities of the sponsoring organization. Banners cannot be of an individual or personal campaign nature.
3. All banners must carry the identification of the sponsoring organization in writing large enough to be readable by the average viewer.
4. Banner displays must abide by University regulations and Federal, State, and local laws.
5. Each organization is responsible for providing their banner.
6. Each organization is responsible for hanging their banner.
7. Prior to hanging your banner, banners must be taken to the Reservations Office, room 634, for approval.
8. Each organization is responsible for removing their banners or they will be removed and discarded by the Union staff at the end of the two week period.
9. Any banners hung that were not approved by the Reservations Office will be removed and discarded. Further disciplinary action may also follow.
10. Banners are limited to the length and width of the display area. Banners that do not meet the specified dimensions may not be approved and/or removed.

11. Organizations may make their request for a specific inside banner space from the list below. Banners spaces are available in the following locations with the specific dimensions for each location:

- a. A3 East: 2 spaces, numbered: 1 - 2  
24 inches high X 10 feet long.
- b. A3 West: 3 spaces, numbered: 3 - 5  
24 inches high X 10 feet long.
- c. 4<sup>th</sup> Floor: 2 spaces, numbered: 6 - 7  
5 feet high X 5 feet long
- d. 6<sup>th</sup> Floor East: 4 spaces, numbered: 8 - 11  
5 feet high X 5 feet long.
- e. 6<sup>th</sup> Floor West: 10 spaces, numbered: 12 - 21  
5 feet high X 5 feet long.

**Banners-Outside:**

- 1. Requests for specific outside banner spaces are reserved by the Arkansas Union Reservations Office in room 634 and are reserved on a first come first serve basis for a period of two weeks, 14 calendar days, not counting holidays or weekends.
- 2. The information on the banner must be limited to the promotion of the activities of the sponsoring organization. Banners cannot be of an individual or personal campaign nature.
- 3. All banners must carry the identification of the sponsoring organization in writing large enough to be readable by the average viewer.
- 4. Banner displays must abide by University regulations and Federal, State, and local laws.
- 5. Each organization is responsible for providing their banner.

6. Banners must be professionally made with grommets in all four (4) corners for the 2 ½ feet X 8 feet banners; and an additional (2) grommets should be placed along the top of banners with the dimensions of 2 ½ feet X 20 feet.
7. Rope to hang a banner must also be provided by the organization.
8. The Reservations Office in room 634 will hang the outside banners. Banners should be taken to the Reservations office two (2) days prior to the reservation.
9. Banners are limited to the length and width of the display area. Banners that do not meet the specified dimensions may not be approved. The dimensions of the outside banner spaces are as follows:
  - a. 6 spaces:                    2 ½ feet X 8 feet            Numbered: 1-3 & 5-7
  - b. 1 space:                        2 ½ feet X 20 feet        Numbered: 4 Center
10. Each organization is responsible for picking up their banner in the Reservations office, room 634, within two (2) working days following the two week reservation period. Banners that are not picked up within the two day time period may be discarded.
11. Any banners hung that were not approved by the Reservations Office will be removed and discarded. Further disciplinary action may also follow.

**Tripod Signs:**

1. The Reservations office in room 634 reserves tripod spaces on a first come first serve basis for a period of three (3) days.
2. The information on the tripod signs must be limited to the promotion of the activities of the sponsoring organization. Tripod signs cannot be of an individual or personal campaign nature.
3. All tripod signs must carry the identification of the sponsoring organization in writing large enough to be readable by the average viewer.
4. Organizations are limited to one (1) tripod space to promote a specific activity or event.
5. Tripod signs are limited to 24 inches by 36 inches. Signs must be on backer board. Tripod signs that do not meet the specified dimensions may not be approved.

6. The tripod signs must abide by University regulations and Federal, State, and local laws.
7. Tripod spaces are available in the following locations:
  - a. Living Room Lounge: 4 spaces, numbered: 1 - 4  
2 on each side of the fireplace.
  - b. 4<sup>th</sup> Floor: 3 spaces, numbered: 5 - 7  
3 spaces on the 4<sup>th</sup> floor landing.
  - c. 3<sup>rd</sup> Floor: 2 spaces, numbered: 8 - 9  
2 spaces in front of the Food Court.
8. Your sign will be placed on a tripod at the assigned location by the Reservations office and must be delivered to room 634 the day of or the day before the tripod space is reserved.
9. Each organization is responsible for removing their signs or they will be removed and discarded by the Union staff at the end of the 3 day period.
10. Any signs posted without a reservation will be removed and discarded.
11. The Union Director may make exceptions to the tripod policies for special events or conferences. Tripods may also be allowed in temporarily approved areas to aid in giving directions to and information about an event.

**Table Tents:**

1. The Arkansas Union Reservation office in room 634 reserves table tent space on a first come first serve basis for a period of one week, 7 calendar days, not counting holidays or weekends.
2. Prior to distribution, a table tent sample must be taken to the Arkansas Union Reservation office in room 634 for approval.
3. Table tents must be professionally made.
4. Table tents must carry the identification of the sponsoring organization in writing large enough to be readable by the average viewer.

5. The information on the table tent must be limited to the promotion of the activities of the sponsoring organization. Table tents cannot be of an individual or personal campaign nature.
6. Table tent displays must abide by University Regulations and Federal, State, and local Laws.
7. Each organization is responsible for placing the table tents on the tables.
8. Each organization is responsible for removing their table tents or they will be removed and discarded by the Union staff at the end of the one week period.
9. Any table tents placed on tables that were not approved by the Arkansas Union Reservations office will be removed and discarded.
10. Table tents are limited to 4 1/2" wide X 6" tall (1/4 page) on CARD STOCK. Table tent displays that do not meet the specified dimensions and paper quality may not be approved.
11. Table tents may be placed on tables in the following locations. The combined total of the tables in the locations listed below is 50.

Living Room Lounge  
 Connections Lounge  
 4<sup>th</sup> Floor Lounge  
 3<sup>rd</sup> Floor  
 2<sup>nd</sup> Floor

12. The number of organizations that may display table tents at the same time is limited to two.

**Bulletin Boards:**

1. The Arkansas Union bulletin boards may be utilized for events and programs sponsored by Registered Student Organizations and University departments. The sponsoring group must be clearly identified.
2. The Campus Life Center, room A665, approves all bulletin board notices/posters.
3. Posters of a non-University affiliated Commercial Basis will not be approved.
4. Notices/posters must meet University guidelines of publicity and literature located in the Student Handbook and be:
  - a. A maximum size 12" x 20"

- b. May be posted a maximum of two weeks. If a longer period is needed, notices/posters must be re-approved.
  - c. Placed once on each bulletin board and be placed where it does not obscure other notices.
  - d. Removed by the sponsoring organization the day following the event (or the day after expiration date). Failure to remove postings are the responsibility of the sponsoring organization and possibly judicial in nature.
  - e. If written in a foreign language, must contain an English translation.
  - f. Cannot be of an individual or personal campaign nature.
  - g. Only 3 posters allowed for students, faculty, and staff and per event. 4 posters allowed for RSOs (one to RSO bulletin board). 1 poster allowed for off-campus non-profit groups.
  - h. Posters may be disallowed based on illegal content.
  - i. All IFC, NPHC, and Panhellenic posters must be approved by Greek Life prior to posting.
  - j. ID or ID number must be shown by posting agent.
5. Poster Locations:
- a. 3 bulletin boards:
    - 3<sup>rd</sup> floor hallway to parking deck
    - 2<sup>nd</sup> floor hallway to parking deck
    - A3 next to Computer Lab
  - b. A6 for RSOs only- back of cubicle heading into RSO area.

### Room Rental Rates

Rooms and Space	Registered Student Organizations And University Departments	Sponsored Non University Groups by Registered Student Organizations & University Departments	Non University Groups
<b>Ballroom</b>			
Minimum*	No Charge	\$100.00	\$190.00
Daily**		\$190.00	\$375.00
<b>Ballroom for Dances</b>	\$200 + UAPD Charges	\$275 + UAPD Charges	\$400 + UAPD Charges
<b>Ballroom North</b>			
Minimum	No Charge	\$70.00	\$135.00
Daily		\$135.00	\$265.00
<b>Ballroom South</b>			
Minimum	No Charge	\$50.00	\$100.00
Daily		\$100.00	\$190.00
<b>Theatre</b>			
Minimum	No Charge	\$75.00	\$150.00
Daily		\$150.00	\$300.00
<b>Meeting Rooms</b>	<i>Charges Apply Per Partitioned Room</i>		
Minimum	No Charge	\$30.00	\$135.00
Daily		\$60.00	\$265.00
<b>Connection Lounge</b>			
Minimum	No Charge	\$75.00	\$150.00
Daily		\$150.00	\$300.00
<b>Anne Kittrell Gallery</b>			
Minimum	No Charge	\$50.00	\$100.00
Daily		\$100.00	\$190.00
<b>West Dining</b>			
Minimum	No Charge	\$70.00	\$135.00
Daily		\$135.00	\$265.00
<b>Sports Bar</b>			
Minimum	No Charge	\$70.00	\$135.00
Daily		\$135.00	\$265.00
<b>Fourth Floor Lounge</b>			
Minimum	No Charge	\$40.00	\$75.00
Daily		\$70.00	\$150.00

\*Minimum rate applies to an event that is three hours or less.

\*\*Daily rate applies to an event that is more than three hours.

### AV Equipment Rental Rates

AV Equipment Rate Schedule	Registered Student Organizations And Univ. Depts.	Sponsored Non University Groups by Registered Student Organizations & University Departments	Non University Groups
16MM Projector	\$10.00 Unit	\$12.00 Unit	\$15.00 Unit
35MM Slide Projector	\$7.00 Unit	\$15.00 Unit	\$30.00 Unit
AV Stand	No Charge	No Charge	No Charge
Big Screen TV	\$20.00 Unit	\$30.00 Unit	\$50.00 Unit
Cassette Player	\$5.00 Unit	\$7.00 Unit	\$10.00 Unit
CD Player	\$5.00 Unit	\$7.00 Unit	\$10.00 Unit
CD Player (BR/Theater )	No Charge	No Charge	No Charge
Data/Clicker	\$5.00 Unit	\$10.00 Unit	\$15.00 Unit
Data/Video LCD	\$30.00 Unit	\$75.00 Unit	\$100.00 Unit
Data/Video LCD (BR/Theatre)	No Charge	\$75.00 Unit	\$100.00 Unit
DVD Player ( BR/Theatre )	No Charge	No Charge	No Charge
Lavaliere Mic	\$5.00 Unit	\$15.00 Unit	\$25.00 Unit
Lectern	No Charge	\$5.00 Unit	\$10.00 Unit
Lecternette	No Charge	\$10.00 Unit	\$15.00 Unit
Mic Stand (Boom/Panel/Straight)	No Charge	\$5.00 Unit	\$10.00 Unit
Nomad Cart Setup	\$50.00 Unit	\$100.00 Unit	\$150.00 Unit
Outdoor Screen	No Charge	\$50.00 Unit	\$100.00 Unit
Overhead	\$7.00 Unit	\$15.00 Unit	\$30.00 Unit
Portable Screen (6x6)	No Charge	\$5.00 Unit	\$10.00 Unit
Portable Screen (8x8)	No Charge	\$5.00 Unit	\$10.00 Unit
Portable Screen w/Valance (6X8)	No Charge	\$10.00 Unit	\$15.00 Unit
Portable Sound – Small	\$40.00 Unit	\$75.00 Unit	\$100.00 Unit
Portable Sound – Medium	\$50.00 Unit	\$90.00 Unit	\$125.00 Unit
Portable Sound – Large	\$60.00 Unit	\$105.00 Unit	\$150.00 Unit
Record Player	No Charge	No Charge	No Charge
Smart Room Technology	\$40.00 Unit	\$80.00 Unit	\$120.00 Unit
Speaker Telephone	\$10.00 Unit	\$15.00 Unit	\$20.00 Unit
Standard Mic	No Charge	\$5.00 Unit	\$10.00 Unit
Telephone	\$5.00 Unit	\$10.00 Unit	\$15.00 Unit
Turntable	No Charge	\$10.00 Unit	\$15.00 Unit
TV/VCR/DVD Player	\$15.00 Unit	\$20.00 Unit	\$30.00 Unit
VCR	\$5.00 Unit	\$10.00 Unit	\$15.00 Unit
Wireless Hand-held Mic	\$5.00 Unit	\$15.00 Unit	\$25.00 Unit

\*Damaged and or Missing Media Equipment may be charged to event sponsor based on replacement cost.

### Furniture & Equipment Rates

Equipment Rate Schedule	Registered Student Organizations And University Departments	Sponsored Non University Groups by Registered Student Organizations & University Departments	Non University Groups
Chairs	No Charge	No Charge	No Charge
Chalkboard	No Charge	\$5.00 Unit	\$10.00 Unit
Coat Racks	No Charge	No Charge	No Charge
Dance Floor	\$100.00 Unit	\$200.00 Unit	\$300.00 Unit
Flipchart	No Charge	\$5.00 Unit	\$10.00 Unit
Make-Up Mirror	No Charge	\$10.00 Unit	\$20.00 Unit
Piano (Upright)	No Charge	\$10.00 Unit	\$20.00 Unit
Piano-Grand	No Charge	\$20.00 Unit	\$40.00 Unit
Piano-Grand ( Fixed BR )	No Charge	\$20.00 Unit	\$40.00 Unit
Piano-Grand ( Fixed Theatre )	No Charge	\$20.00 Unit	\$40.00 Unit
Risers 4X8	\$5.00 Unit	\$15.00 Unit	\$30.00 Unit
Risers 6X8	\$7.00 Unit	\$20.00 Unit	\$40.00 Unit
Room Dividers	No Charge	\$10.00 Unit	\$20.00 Unit
Ropes & Standards	No Charge	\$10.00 Unit	\$20.00 Unit
Stools	No Charge	No Charge	No Charge
Table Skirts	\$3.00 Unit	\$5.00 Unit	\$7.00 Unit
Table-6ft	\$2.00 Unit	\$4.00 Unit	\$15.00 Unit
Table-8ft	\$2.00 Unit	\$4.00 Unit	\$15.00 Unit
Table-Round (8)	No Charge	No Charge	No Charge
Tables-6ft – Outside Info Tables	No Charge	\$6.00 Unit	\$15.00 Unit
Tables-8ft- Outside Info Tables	No Charge	\$6.00 Unit	\$15.00 Unit
Tent 10x10	\$25.00 Unit	\$30.00 Unit	\$40.00 Unit
Trash Can ( Rolling )	No Charge	No Charge	No Charge
Trash Can (Reception)	No Charge	No Charge	No Charge
Tripod	No Charge	No Charge	No Charge

### Miscellaneous Charges

Miscellaneous Rate Schedule	Registered Student Organizations And University Departments	Sponsored Non University Groups by Registered Student Organizations & University Departments	Non University Groups
Cleaning Fee	\$50.00 per/hr	\$50.00 per/hr	\$50.00 per/hr
No Show Charge	\$10.00+ cost of equipment	\$15.00+ cost of equipment	\$20.00+ cost of equipment
Special Setup in the Ballroom:	\$35.00	\$45.00	\$50.00
Special Setup in Meeting Rooms:	\$15.00	\$25.00	\$35.00
Runway Setup Fee	\$45.00	\$75.00	\$100.00
Stage Setup Fee	\$30.00	\$45.00	\$60.00
Sunday, Late, and Early Openings (Outside of Hours of Operation)	\$50.00 per/hr per staff required	\$50.00 per/hr	\$50.00 per/hr

### Labor and Technician Rates

Personnel Rate Schedule	Registered Student Organizations And University Departments	Sponsored Non University Groups by Registered Student Organizations & University Departments	Non University Groups
Building Manager	No charges	No charges	No charges
Electrician	Per Union Rate	Per Union Rate	Per Union Rate
Media Technician	\$15.00 per/hr	\$20.00 per/hr	\$25.00 per/hr
UA Police Department	Per UAPD Rate	Per UAPD Rate	Per UAPD Rate