



Arkansas Union Room Rental Fees

Reservable Rooms and Event Space	Registered Student Organizations	University Departments	Sponsored Non University	Non University
Ballroom				
Daily Rate	No Charge	No Charge	\$500.00	\$1,000.00
Theatre				
Half Day*	No Charge	No Charge	\$150.00	\$300.00
Full Day**			\$200.00	\$400.00
Meeting Rooms	<i>Charges Apply Per Partitioned Room</i>			
Half Day	No Charge	No Charge	\$75.00	\$150.00
Full Day			\$100.00	\$200.00
Conference Rooms				
Half Day	No Charge	No Charge	\$35.00	\$70.00
Full Day			\$60.00	\$120.00
International Connections Lounge				
Half Day	No Charge	No Charge	\$100.00	\$200.00
Full Day			\$150.00	\$300.00
North Terrace				
Half Day	No Charge	No Charge	\$75.00	\$150.00
Full Day			\$100.00	\$200.00
South Terrace				
Half Day	No Charge	No Charge	\$75.00	\$150.00
Full Day			\$100.00	\$200.00
Information Tables				
Daily Rate	No Charge	No Charge	\$25.00	\$50.00
Misc. Lobby Areas	<i>Can only be reserved in conjunction with another space.</i>			
Half Day	No Charge	No Charge	\$75.00	\$150.00
Full Day			\$100.00	\$200.00
<p>*Half Day rate applies to a reservation that is less than three hours. **Full Day rate applies to a reservation that is three hours or more. Note: Alternate pricing may apply to football game days, holidays, & other special events</p>				



Arkansas Union Audio Visual Rental Fees

AV Equipment	Registered Student Organizations	University Departments	Sponsored Non University	Non University Groups
Portable Projector w/ screen (sound not included)	\$30.00	\$30.00	\$45.00	\$60.00
Multi-Media Cart w/ screen (projector, sound, DVD player included)	\$40.00	\$40.00	\$60.00	\$80.00
Portable Screen+	\$5.00	\$5.00	\$10.00	\$15.00
AV Stand+	\$5.00	\$5.00	\$10.00	\$15.00
Portable Sound	\$40.00	\$40.00	\$75.00	\$100.00
Integrated A/V in Meeting & Conference Rooms (Flat TV or Projector, Screen, & Sound)	\$40.00	\$40.00	\$60.00	\$80.00
Integrated A/V in Theater (Projector, Screen, Sound, & Podium)	\$50.00	\$50.00	\$75.00	\$150.00
Integrated A/V in Ballroom (Projector, Screen, Sound, & Podium)	\$50.00 + \$10.00 per additional projector	\$50.00 + \$10.00 per additional projector	\$75.00 + \$10.00 per additional projector	\$150.00 + \$10.00 per additional projector
Conference Telephone	\$10.00	\$10.00	\$20.00	\$40.00
Lectern (table top podium)	No Charge	No Charge	\$10.00	\$20.00
Lecternette (table top podium) w/ sound	\$5.00	\$5.00	\$10.00	\$20.00
Portable Podium w/ sound	\$10.00	\$10.00	\$20.00	\$40.00



	RSO	University Department	Sponsored Non University	Non University Groups
Wired Mic w/ stand	\$5.00	\$5.00	\$10.00	\$20.00
Wireless Hand-held Mic w/ stand	\$10.00	\$10.00	\$20.00	\$40.00
Lavaliere Mic	\$10.00	\$10.00	\$20.00	\$40.00
Data Clickers & Adaptors (ID required for check out)	No Charge	No Charge	No Charge	No Charge
Blue Ray Player	\$5.00	\$5.00	\$10.00	\$15.00
Clear Com++	\$5.00	\$5.00	\$10.00	\$20.00
Follow Spotlight++	\$10.00	\$10.00	\$20.00	\$30.00
Direct Box/Stage Monitor	\$10.00	\$10.00	\$20.00	\$30.00
Portable CD player w/ MP3	\$10.00	\$10.00	\$20.00	\$30.00
Uplighting (set of 5)	\$50.00	\$50.00	\$75.00	\$100.00
Uplighting (set of 10)	\$100.00	\$100.00	\$150.00	\$200.00

+ Charged if group decides to bring their own projector

++ These items require media technician to be present at an additional fee



Arkansas Union Furniture Rental Fees

Furniture	Registered Student Organizations	University Departments	Sponsored Non University	Non University Groups
Chairs	No Charge	No Charge	No Charge	No Charge
Table - 6ft	\$2.00	\$2.00	\$7.50	\$15.00
Table - 8ft	\$2.00	\$2.00	\$7.50	\$15.00
Table - 72in Round	\$2.00	\$2.00	\$7.50	\$15.00
Table - 2 Seat	\$2.00	\$2.00	\$7.50	\$15.00
Table - Cocktail	\$2.00	\$2.00	\$7.50	\$15.00
Table Skirt	\$3.00	\$3.00	\$5.00	\$7.00
Room Dividers	\$5.00	\$5.00	\$10.00	\$20.00
Ropes & Standards Cart	No Charge	No Charge	\$5.00	\$10.00
Bar Stool	No Charge	No Charge	No Charge	No Charge
Make-up Mirror	\$10.00	\$10.00	\$20.00	\$40.00
Coat Rack	No Charge	No Charge	No Charge	No Charge
Flip Chart	No Charge	No Charge	\$2.00	\$4.00
Large Dry Erase Board	No Charge	No Charge	\$2.00	\$4.00
Piano (Fixed Ballroom)	\$20.00	\$20.00	\$40.00	\$80.00
Piano (Fixed Theatre)	\$20.00	\$20.00	\$40.00	\$80.00
Risers (4x8) includes skirting	\$5.00	\$5.00	\$15.00	\$30.00
Easel/Tripod	No Charge	No Charge	No Charge	No Charge
Arrow Sign	No Charge	No Charge	No Charge	No Charge
Dry-Erase Sandwich Board Sign	No Charge	No Charge	No Charge	No Charge
Trash Can	No Charge	No Charge	No Charge	No Charge



Arkansas Union Miscellaneous Fees

Miscellaneous Charges	
Cleaning Fee	\$75 flat rate
Stay Late Fee	\$15 after the 2nd warning
Special Setup in the BR	\$35.00
Special Setup in the Meeting Rooms	\$15.00
Quick Flip Fee*	\$100.00
Runway Setup Fee	\$50 + cost of risers (includes skirting)
Stage Setup Fee	\$35 + cost of risers (includes skirting)
Building Opening Outside Hours of Operation	\$50 per hour
Insufficient Funds/Billing Reprocessing Fee	\$25 per incident, may escalate

Labor and Technician Rates	
Media Technician	\$15 per hour
Electrician	\$15 per hour
UA Police Department	Per UAPD Rate
HVAC Temperature Change	\$20.00

Cancellation & No-Show Fees			
	Conference Room	Meeting Room	Ballroom, Theatre, International Connections Lounge
Late Cancellation (within 24 business hours of confirmed start time)	No Charge	\$25 + cost of equipment	\$50 + cost of equipment
No-Show (no appearance 15 minutes after confirmed start time)	\$15 (group will be allowed one warning via email)	\$50 + cost of equipment	\$100 + cost of equipment

*Applicable any time a large reset is requested or required by union staff.