



## BILLING RATES - FY 14/15

**DEPARTMENT NAME :**  
**CAMPUS LIFE: Hendrix Center & Union**

**VICE-PRESIDENT AREA :**  
**Student Affairs**

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 14/15 RATE	CUSTOMERS BEING SERVED
<b>VENUE - HSC</b>			
Hendrix / Breezeway (4 spaces total)	per each	50.00	University Auxiliary Department
Hendrix / Breezeway (4 spaces total)	per each	100.00	Non-University
Hendrix / Conference Room (2nd floor)	per event	75.00	University Auxiliary Department
Hendrix / Conference Room (2nd floor)	per event	150.00	Non-University
Hendrix / Jacks Ballroom A or B	per event	150.00	University Auxiliary Department
Hendrix / Jacks Ballroom A or B	per event	300.00	Non-University
Hendrix / Jacks Ballrooms A and B	per event	300.00	University Auxiliary Department
Hendrix / Jacks Ballrooms A and B	per event	600.00	Non-University
Hendrix / McKissick Theater	per event	150.00	University Auxiliary Department
Hendrix / McKissick Theater	per event	300.00	Non-University
Hendrix / McKissick Theater Registration Space	per event	25.00	University Auxiliary Department
Hendrix / McKissick Theater Registration Space	per event	50.00	Non-University
Hendrix / Media Conference Room (3rd floor)	per event	50.00	University Auxiliary Department
Hendrix / Media Conference Room (3rd floor)	per event	100.00	Non-University
Hendrix / Meeting Rooms A and B	per event	150.00	University Auxiliary Department
Hendrix / Meeting Rooms A and B	per event	300.00	Non-University
Hendrix / Meeting Rooms A or B	per event	75.00	University Auxiliary Department
Hendrix / Meeting Rooms A or B	per event	150.00	Non-University
Hendrix / Peebles Room	per event	75.00	University Auxiliary Department
Hendrix / Peebles Room	per event	150.00	Non-University
Hendrix / 2nd Level Registration Space	per event	25.00	University Auxiliary Department
Hendrix / 2nd Level Registration Space	per event	50.00	Non-University
Hendrix / Plaza	per event	50.00	University Auxiliary Department
Hendrix / Plaza	per event	100.00	Non-University
Hendrix Atrium Space (6 spaces total)	per each	25.00	University Auxiliary Department
Hendrix Atrium Space (6 spaces total)	per each	50.00	Non-University
<b>VENUE - UNION</b>			
Union / Loggia Space (4 spaces total)	per each	25.00	University Auxiliary Department
Union / Loggia Space (4 spaces total)	per each	50.00	Non-University
Union / Palmetto Ballroom	per event	150.00	University Auxiliary Department
Union / Palmetto Ballroom	per event	300.00	Non-University
Union / SOC Room	per event	50.00	University Auxiliary Department
Union / SOC Room	per event	100.00	Non-University
Union / Student Senate Chambers	per event	150.00	University Auxiliary Department
Union / Student Senate Chambers	per event	300.00	Non-University
<b>FURNITURE/EQUIPMENT</b>			
After hours Charge	per hour	24.00	All Groups



## BILLING RATES - FY 14/15

**DEPARTMENT NAME :**  
**CAMPUS LIFE: Hendrix Center & Union**

**VICE-PRESIDENT AREA :**  
**Student Affairs**

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 14/15 RATE	CUSTOMERS BEING SERVED
Bike Rack 6' sections	each	Variable	All Groups
Bike Rack 8' sections	each	Variable	All Groups
Chairs / 3rd party	each	Variable	All Groups
Chairs / in house	each/ per booking up to 3 days w/ no setup changes	1.00	Recognized Student Organizations
Chairs / in house	each/ per booking up to 3 days w/ no setup changes	1.50	University Departments
Chairs / in house	each	1.75	Non-University
Phone Line Use (includes phone)	per event	40.00	All Groups
Damages	per event	Variable	All Groups
Dance Floor	3x3 ea	Variable	All Groups
Dry Erase/Flip Chart Stand	per each	20.00	All Groups
Easel	per each	5.00	All Groups
Entertainment	per event	Variable	All Groups
Flip Chart Pad	per each	25.00	All Groups
Furniture Rental	per event	Variable	All Groups
House Sound - w/ 2 Mics HSC & Palmetto	per event	75.00	All Groups
House Sound - w/ 2 Mics - second use-HSC & Palmetto	per event	50.00	All Groups
Late Cancellation	per event	50.00	All Groups
No Show Fee	per event	50.00	All Groups
LCD Projector/Screen - Indoor	per each	50.00	Recognized Student Organizations
LCD Projector/Screen - Indoor	per each	50.00	University Departments
LCD Projector/Screen - Indoor	per each	90.00	Non-University
LCD Projector/Screen - Indoor - Second viewing	per each	25.00	All Groups
LCD Projector - Outdoor	per event	100.00	All Groups
Light Towers	each	Variable	All Groups
Light Trees - In house	per pair	100.00	All Groups
Linens and Table Skirts	per each	Variable	All Groups
Keyboard In House	each	80.00	All Groups
Piano Rental	per event	Variable	All Groups
Pipe and Drape	per section/per day	25.00	All Groups
Plants	per event	Variable	All Groups
Podium - In House	per each	25.00	All Groups
Portable Large Dry Erase Board	per each	25.00	All Groups
Projection Screen Only - Indoor	per each	0.00	All Groups
Projection Screen Only - Outdoor	per event	Variable	All Groups
Radios	each	30.00	All Groups



## BILLING RATES - FY 14/15

**DEPARTMENT NAME :**  
**CAMPUS LIFE: Hendrix Center & Union**

**VICE-PRESIDENT AREA :**  
**Student Affairs**

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 14/15 RATE	CUSTOMERS BEING SERVED
Rain Location Hold Fee	per event	50.00	All Groups
Signage	per event	Variable	All Groups
Small Portable Sound System with 2 mics	per event	150.00	All Groups
Staging (4'x8' stage deck)	each	40.00	All Groups
Stanchions	per pair	10.00	All Groups
Table Top Podium	per each	25.00	All Groups
Tables / 3rd party	per each	Variable	All Groups
Tables / in house	each/ per booking up to 3 days w/ no setup changes	8.00	Recognized Student Organizations
Tables / in house	each/ per booking up to 3 days w/ no setup changes	12.00	University Departments
Tables / in house	per each	12.00	Non-University
Tables / replacement	per each	160.00	All Groups
Chairs / replacement	per each	50.00	All Groups
Tents - 3rd Party	each	Variable	All Groups
DVD	per each	20.00	All Groups
TV	per each	Variable	All Groups
Video Equipment/Service	per event	Variable	All Groups
<b>LABOR</b>			
Box Office - ticketing service	per event	Variable	All Groups
Building Supervisor	per person/per hour	20.00	University Departments
Building Supervisor	per person/per hour	25.00	Non-University
Change Over	per person/per hour	12.00	University Departments
Change Over	per person/per hour	14.00	Non-University
Cleaning	per event	Variable	All Groups
Contract Event Staff	per event	Variable	All Groups
Electrician	per person/per hour	Variable	All Groups
Event Services	per event	Variable	All Groups
Guest Services	per person/per hour	12.00	University Departments
Guest Services	per person/per hour	14.00	Non-University
Marketing Team	per event	Variable	All Groups
Parking Attendants	per event	Variable	All Groups
Runners	per person/per hour	12.00	University Departments
Runners	per person/per hour	14.00	Non-University
Security	per event	Variable	All Groups
Stage Hands	per person/per hour	12.00	University Departments
Stage Hands	per person/per hour	14.00	Non-University



**BILLING RATES - FY 14/15**

**DEPARTMENT NAME :**  
**CAMPUS LIFE: Hendrix Center & Union**

**VICE-PRESIDENT AREA :**  
**Student Affairs**

<b>DESCRIPTION OF COMMODITY OR SERVICE :</b>	<b>UNIT OF BILLING</b>	<b>FY 14/15 RATE</b>	<b>CUSTOMERS BEING SERVED</b>
Technical Operators	per event	Variable	All Groups
Ticket Takers	per person/per hour	12.00	University Departments
Ticket Takers	per person/per hour	14.00	Non-University
Ushers	per person/per hour	12.00	University Departments
Ushers	per person/per hour	14.00	Non-University