

### **DEPARTMENT NAME:**

**CAMPUS LIFE: Hendrix Center & Union** 

### **VICE-PRESIDENT AREA:**

DESCRIPTION OF	UNIT OF	FY 14/15	<b>CUSTOMERS BEING</b>
COMMODITY OR SERVICE :	BILLING	RATE	SERVED
VENUE 1100			
VENUE - HSC	nor oach	50.00	University Auviliany Department
Hendrix / Breezeway (4 spaces total)	per each		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	Univeristy Auxillary 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 Auxilary Department
Hendrix Atrium Space (6 spaces total)	per each	50.00	Non-University
VENUE - UNION			
Union / Loggia Space (4 spaces total)	per each	25.00	University Auxillary 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
FURNITURE/EQUIPMENT			
After hours Charge	per hour	24.00	All Groups
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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
Chaire / Gra party	each/ per booking up to	variable	7 til Groupe
Chairs / in house	3 days w/ no setup	1.00	Recognized Student Organizations
	changes		rtoooginzoa otaaont organizationo
	each/ per booking up to		
Chairs / in house	3 days w/ no setup	1.50	University Departments
	changes		
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 &	per event	50.00	All Croups
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



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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 3 days w/ no setup cach/per booking up to Tables / in house 3 days w/ no setup 12.00 University Departments	DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 14/15 RATE	CUSTOMERS BEING SERVED
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 3 days w/ no setup changes each/ per booking up to  Tables / per booking up to	Pain Lagation Hold Equ	nor avent	F0 00	All Croups
Small Portable Sound System with 2 mics Staging (4'x8' stage deck) Stanchions Stanchions Table Top Podium Tables / 3rd party  Tables / in house  Per event 150.00 All Groups 40.00 All Groups 10.00 All Groups 25.00 All Groups Variable All Groups  Per each Variable each / per booking up to  3 days w/ no setup changes each / per booking up to		•		
Staging (4'x8' stage deck) Stanchions per pair Table Top Podium per each per each per each per each per each per booking up to Tables / in house  3 days w/ no setup changes each/ per booking up to  8.00 Recognized Student Organizations changes each/ per booking up to	3 3	•		
Stanchions per pair 10.00 All Groups Table Top Podium per each 25.00 All Groups Tables / 3rd party per each Variable All Groups each/ per booking up to Tables / in house 3 days w/ no setup 8.00 Recognized Student Organizations changes each/ per booking up to		·		•
Table Top Podium  Tables / 3rd party  per each per each per each variable All Groups  each/ per booking up to  Tables / in house  3 days w/ no setup changes each/ per booking up to				
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each/ per booking up to Tables / in house 3 days w/ no setup 8.00 Recognized Student Organizations changes each/ per booking up to		•		
Tables / in house 3 days w/ no setup 8.00 Recognized Student Organizations changes each/ per booking up to	rables / Sid party		variable	All Gloups
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Tables / III flouse 5 days w/ flo setup 12.00 Offiversity Departments	Tables / in house		12.00	University Departments
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changes Tables / in house per each 12.00 Non-University	Tables / in house		12.00	Non University
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Video Equipment/Service per event Variable All Groups	video Equipment/Service	per event	variable	All Groups
LABOR	LABOR			
Box Office - ticketing service per event Variable All Groups	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			25.00	· · · · · · · · · · · · · · · · · · ·
Change Over per person/per hour 12.00 University Departments			12.00	•
Change Over per person/per hour 14.00 Non-University				• •
Cleaning per event Variable All Groups	<u> </u>		Variable	•
Contract Event Staff per event Variable All Groups	<u> </u>	•	Variable	•
Electrician per person/per hour Variable All Groups	Electrician	•	Variable	
Event Services per event Variable All Groups	Event Services		Variable	•
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	=			



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DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 14/15 RATE	CUSTOMERS BEING SERVED
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