

CSU DEPARTMENTAL EXPENSES

Catering	To be determined by CSU's Dining Services www.dineoncampus.com/csu
Conference Services	To be determined based upon equipment and services requested
Computer Labs	\$320 Tech Support Fee : Facility Fee = TBD
Custodial	\$19/hour or depends upon facility utilized
Electrical	\$42/hour
Facility Rental	CSU approved rental rates www.csuohio.edu/conferenceservices
Grounds Keeping	\$30/hour
Parking	Visitors = \$6, Special Events = TBD
Piano Tuning	\$100 Flat Rate
Police	\$35/hour/officer with a 4 hour minimum
Rental Equipment	Requested equipment that is not in Conference Services' inventory will be rented from a University approved rental contractor. The sponsoring organization is responsible for all affiliated rental costs. <ul style="list-style-type: none"> • Tables = \$7.40 (6' and 8' tables), \$7.76 (round tables) • Chairs = \$1.14 (black plastic), \$3.16 (white resin) • Tablecloths = \$8.34 Table skirt = \$10.35
Sound Technician	\$70/hour/minimum 4 hours
Stage Manager	\$14/hour/minimum 4 hours
Teleconference	\$225 for 3 hour minimum and \$40 each additional hour

AVAILABLE CONFERENCE EQUIPMENT

ITEM	INTERNAL RATE	EXTERNAL RATE
Audio/Visual Package in SC Ballroom, FT Ballroom, and MC Auditorium includes: Podium and (1) microphone, LCD projector, DVD player, and (1) wireless microphone	\$175.00	\$250.00
Banners – CSU table or wall	10.00	15.00
Coat rack – portable	14.00	20.00
CD Player	14.00	20.00
CSU Display units	20.00	25.00
DVD/VHS Player	40.00	60.00
Flag (4' x 6') with base (US, Ohio, City, CSU)	20.00	25.00
Flipchart	14.00	20.00
Flooring – marble vinyl (600 sq ft available)	.75 / sq ft	.75 / sq ft
Microphones <ul style="list-style-type: none"> • Wired • Wireless • Multiple Microphone Box • MC Auditorium, FT Ballroom 	14.00 28.00 65.00 Included in room rental	20.00 40.00 95.00 Included in room rental
Pipe and Drape backdrop (10' section)	20.00	30.00
Podium – CSU presidential	52.00	75.00
Projectors <ul style="list-style-type: none"> • LCD – portable projector • LCD – auditorium and ballrooms • Video Switcher • Overhead • Slide 	65.00 75.00 35.00 10.00 14.00	95.00 105.00 50.00 15.00 20.00
Screen – portable	14.00	20.00
Sound Systems <ul style="list-style-type: none"> • Explorer • Liberty • Podium w/ built in PA (gray carpeted) 	40.00 105.00 50.00	60.00 150.00 70.00
Stage – portable (four 6' x 8' sections available)	25.00 each section	35.00 each section
TV/VCR – portable	60.00	90.00