

Meeting Room Equipment & Services Price List

for Internal CSU Entity (Faculty/Staff Department & Student Organizations)

FACILITY/ROOM SET UP – LABOR RATES	
Lecture (rows of chairs only) <ul style="list-style-type: none"> Less than 100 participants 100 – 300 participants More than 300 participants 	\$30.00 \$60.00 \$120.00
Hollow Square / U – shaped / Classroom (rectangle tables with chairs) <ul style="list-style-type: none"> Less than 25 participants 25 – 100 participants (Hollow Square and U-Shape maximum: 50 participants) More than 100 participants (Classroom style only) 	\$45.00 \$90.00 \$180.00
College Fair (rectangle tables with chairs) <ul style="list-style-type: none"> Less than 25 tables 25 – 100 tables 100 – 200 tables 	\$45.00 \$90.00 \$180.00
Round Tables (round tables with chairs) <ul style="list-style-type: none"> Less than 75 participants 75 – 150 participants 150 -250 participants 	\$45.00 \$180.00 \$360.00

AUDIO VISUAL PACKAGES	
AV Package – Student Center Ballroom Includes podium, (1) wired microphone, LCD projectors, DVD player, and (1) wireless microphone	\$180.00
AV Package – Fenn Tower Ballroom and Berkman Hall Auditorium Includes podium, (1) wired microphone, LCD projector, DVD player, and (1) wireless microphone	\$130.00

AUDIO EQUIPMENT	
Microphones <ul style="list-style-type: none"> Wired Wireless Multiple Microphone Box SC Ballroom, FT Ballroom, BH Auditorium – 1 podium mic only; NO video projection Lavalier/Lapel Microphone 	\$14.00 \$30.00 \$65.00 \$50.00 \$30.00
Portable Sound Systems <ul style="list-style-type: none"> EXTREME system: (2) speakers, (1) wireless microphone LIBERTY system: (2) speakers, (1) wired microphone Podium with Built In PA system 	\$100.00 \$50.00 \$50.00
CD Player	\$14.00

VIDEO EQUIPMENT	
LCD Projectors <ul style="list-style-type: none"> Stationary/Built In: SC Ballroom; FT Ballroom; BH Auditorium; SC 313/315, SC 339, SC 340 Portable (3000 lumens) Portable (6000 lumens; Student Center Only) 	\$80.00 \$70.00 \$120.00
Screens <ul style="list-style-type: none"> Portable “Fast Fold” 6’ x 10’ rear projection 11’ x 17’ rear projection 	\$20.00 \$50.00 \$100.00
DVD Player	\$40.00
TV – 42” Plasma Screen (2 available)	\$80.00

STAGING AND PLATFORMS	
Staging: 6’ X 8’ sections with skirting and steps (Fenn Tower: 2 sections available; Student Center Ballroom: 7 sections available)	\$35.00 per section
Platform Riser 24” (3 sections available)	\$25.00 per section
Platform Riser 16” (3 sections available)	\$25.00 per section

LIGHTING	
Colored Uplights (10 total available)	\$10.00
Follow Spot Lights (2 available) – BH Auditorium Only	\$60.00

FLOORING	
Wooden Dance Floor (Student Center Ballroom Only)	\$150.00
Vinyl Dance Floor (Fenn Tower Ballroom Only)	\$125.00

PIANOS	
Upright Piano Available in limited rooms only	\$50.00
Piano Tuning	\$125.00

MISCELLANEOUS EQUIPMENT	
Coat Rack - Portable	\$14.00
Flag (4'x6') with base (US, OH, City, CSU)	\$20.00
Stanchions (8 total available)	\$8.00
Podium - Wooden	\$8.00
Surge Protector	\$5.00
White Dry Erase Board - Portable	\$15.00
Adapter – MAC, HDMI, USB	\$5.00
Music Stand	\$5.00
Easels	\$10.00
Pipe & Drape (Black; per 10' section)	\$20.00
Flip Chart with (1) pad and (1) pen	\$14.00
CSU Block Letters	\$56.00
Extension Cord/Power Strip	\$5.00
VGA Cord	\$10.00
AUX/Sound Cord	\$5.00
Computer Advancer with laser pointer	\$15.00

LABOR SERVICES	
Stage Manager	\$14/hour per staffer with a four (4) hour minimum
Truck Delivery	\$50 per round trip