

**CSU DEPARTMENTAL EXPENSES**

Catering	To be determined by CSU's Dining Services <a href="http://www.dineoncampus.com/csu">www.dineoncampus.com/csu</a>
Conference Services	To be determined based upon equipment and services requested
Computer Labs	\$320 Tech Support Fee : Facility Fee = TBD
Custodial	\$26/hour or depends upon facility utilized
Electrical	\$38/hour
Engineers	\$38/hour
Facility Rental	CSU approved rental rates <a href="http://www.csuohio.edu/conferenceservices">www.csuohio.edu/conferenceservices</a>
Grounds Keeping	\$29/hour
Parking	Visitor Lot South Garage is \$2 for the first hour, \$1 for each subsequent hour with a \$10 maximum. Saturday parking rates: The same rates apply in the previously listed visitor lots, but all other parking garages are assessed a flat rate fee of \$10. <a href="http://www.csuohio.edu/services/parking/">http://www.csuohio.edu/services/parking/</a>
Piano Tuning	\$100 Flat Rate
Police	\$55/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 equipment and administrative rental costs.
Sound Technician	\$50 per hour
Stage Manager	\$14/hour/minimum 4 hours
Teleconference	\$225 for 3 hour minimum and \$40 each additional hour
Truck Delivery	\$50 per round trip
<b>WOLSTEIN CENTER</b>	
Event Porter	\$14.00
Event Supervisor	\$14.00
Stage Hand	\$38/hour
Building Services: Set up, Teardown, Supervision	Based upon client requirements
<b>WAETJEN AUDITORIUM – PROJECTOR AND SCREEN RENTAL COST</b>	
Labor	\$50/hour
Video Operator	\$25/hour
LCD Projector and screen (1 each)	\$350
LCD Projectors and screens (2 each)	\$750

**AVAILABLE CONFERENCE EQUIPMENT – PRICE LIST**

<b>ITEM</b>	<b>STUDENT RATE</b>	<b>CSU DEPARTMENT RATE</b>	<b>EXTERNAL RATE</b>	<b>WOLSTEIN CENTER</b>
Audio/Visual Package in: <u>SC Ballroom</u> Includes: Podium, (1) microphone, LCD projectors, DVD player, and (1) wireless microphone	122.00	175.00	250.00	150.00 Includes One podium and 1 mic
Audio/Visual Package in: <u>FT Ballroom and MC Auditorium</u> Includes: Podium, (1) microphone, LCD projector, DVD player, and (1) wireless microphone	87.00	125.00	190.00	Not Applicable
Banners – CSU table or wall	N/C	10.00	15.00	N/A
Coat rack – portable	N/C	14.00	20.00	
CD Player	N/C	14.00	20.00	
CSU Display units	N/C	20.00	30.00	N/A
DVD/VHS Player	28.00	40.00	60.00	
Flag (4' x 6') with base (US, Ohio, City, CSU)	N/C	20.00	30.00	
Flipchart	10.00	14.00	20.00	20.00
Flooring <ul style="list-style-type: none"> <li>• Vinyl dance floor (600 sq ft available)</li> <li>• Wooden dance floor (Student Center Ballroom only)</li> </ul>	105.00 105.00 (Labor only)	.75 / sq ft 150.00	1.12/ sq ft 225.00	200.00
Microphones <ul style="list-style-type: none"> <li>• Wired</li> <li>• Wireless</li> <li>• Multiple Microphone Box</li> <li>• MC Auditorium, FT Ballroom, and SC Ballroom without video projection (1 podium mic only)</li> </ul>	10.00 21.00 45.00 35.00	14.00 30.00 65.00 50.00	20.00 45.00 98.00 <i>Included in room rental</i>	30.00 For wired or wireless microphone
Pipe and Drape backdrop (10' section)	14.00	20.00	30.00	
Projectors <ul style="list-style-type: none"> <li>• LCD – MC Auditorium, FT Ballroom, and SC Ballroom</li> <li>• LCD – portable projector (3000 lumens)</li> <li>• LCD HD portable projector for Student Center only (6000 lumens)</li> <li>• Overhead</li> <li>• Video Switcher</li> </ul>	52.00 45.00 84.00 N/C 24.00	75.00 65.00 120.00 10.00 35.00	115.00 100.00 175.00 15.00 50.00	200.00
Screens <ul style="list-style-type: none"> <li>• Portable</li> <li>• 6' x 10' rear screen</li> <li>• 11' x 17' rear screen</li> </ul>	N/C 35.00 70.00	14.00 50.00 100.00	20.00 75.00 150.00	30.00
Sound Systems <ul style="list-style-type: none"> <li>• Extreme (2) speakers (1) wireless</li> <li>• Liberty (2) speakers/125 watt/ tripods/ (1) microphone</li> <li>• Podium w/ built in PA (gray carpeted)</li> </ul>	70.00 28.00 35.00	100.00 90.00 50.00	150.00 60.00 75.00	N/A

Stage – Portable <ul style="list-style-type: none"> <li>Four (6' x 8') sections available w/ skirting and steps</li> </ul>	24.00 each section	35.00 each section	50.00 each section	\$25/section 4' x 8' Section
Projectors <ul style="list-style-type: none"> <li>LCD – MC Aud, FT Ballroom, FT Theater, SC Ballroom, SC 313/315, SC 339, and SC 340</li> <li>LCD – portable projector (3000 lumens)</li> <li>LCD HD portable projector for Student Center only (6000 lumens)</li> <li>Overhead</li> <li>Video Switcher</li> </ul>	52.00 45.00 84.00 N/C 24.00	75.00 65.00 120.00 10.00 35.00	115.00 100.00 175.00 15.00 50.00	\$200 for a 2000 Lumens projector  \$375 for a 5000 Lumens projector
Screens <ul style="list-style-type: none"> <li>Portable</li> <li>6' x 10' rear screen</li> <li>11' x 17' rear screen</li> </ul>	N/C 35.00 70.00	14.00 50.00 100.00	20.00 75.00 150.00	\$30 All sizes
Sound Systems <ul style="list-style-type: none"> <li>Explorer (2) speakers (1) microphone</li> <li>Liberty (2) speakers/125 watt/ tripods/ (1)microphone</li> <li>Podium w/ built in PA (gray carpeted)</li> </ul>	28.00 70.00 35.00	40.00 100.00 50.00	60.00 150.00 75.00	N/A
TV/VCR – 36" portable TV – 42" plasma	42.00 56.00	60.00 80.00	90.00 120.00	27" TV/DVD \$60

Updated 7/10/2018 – JD