

**James R Connor Facility Use Policy ADDENDUM - B Equipment Use (as of 4/2/24)**

This addendum provides a listing of common technical and equipment options. Resources will be reviewed and selected by the Sponsor in collaboration with a UC professional staff.

**STANDARD RESOURCES** - Any room reservation inside the UC, Esker or Drumlin includes the following standard resources:

- Tables and Chairs for one Room Setup (with optional black table covers)
  - o Any changes in setup during a reservation may be subject to additional labor charges.
  
- Permanent Technology included in the room
  - o Projector/Display
  - o Webcam with microphone for Video Conferencing
  - o Standard Windows PC
  - o Microphones (Wireless for in-room audio (included in some rooms))
  
- Other Standard Resources (subject to availability)
  - o Podium
  - o WI/US Flags
  - o Sign Holders
  - o Whiteboard & Dry Erase Markers
  - o (1) 6ft x 30in table with 2 chairs outside room for check-in

**AUDIO CHARGES**

These one-time setup/strike charges include necessary staffing as determined by the Building Operations Manager.

<b>Package</b>	<b>Description</b>	<b>On Campus Sponsor</b>	<b>Private / Corporate Sponsor</b>
<b>S1</b>	(1) Portable speaker (battery/AC powered) Includes (1) wireless microphone and aux input cable. Phone/portable device adapters available upon request.	\$0.00	\$20.00
<b>S2</b>	(2) Portable speakers with tripod stands, 8-16 channel audio mixer, (2) wireless microphones with stands, and aux input cable. Includes 4 hours of labor for setup/operation/strike.	\$45.00	\$90.00
<b>S3</b>	Large Format portable sound system. Includes (2) speakers, (2) subwoofers, speaker stands, 8-16 channel audio mixer, (2) wireless microphones with stands, and aux input cable. Includes 6 hours of labor for setup/operation/strike.	\$100.00	\$200.00
<b>SK</b>	Portable Karaoke System: Includes monitor and access to streaming karaoke application on a PC. Requires stable Internet connection and a sound system (see prices S1-S3 listed above).	\$0.00	\$90.00
<b>SC</b>	Custom Sound System services tailored to events utilizing up to (4) speakers, subwoofers (if required), Digital 24 Channel mixer with iPad control, up to (4) wireless microphones, up to 8 wired microphones with stands.	\$120-240.00	\$240.00-480.00

**LIGHTING CHARGES**

These one-time setup/strike charges include necessary staffing as determined by the Building Operations Manager.

Package	Description	On Campus Sponsor	Private / Corporate Sponsor
L1	(8) Battery Powered LED up lights	\$0.00	\$40.00 or \$10/ea
L2	(16) Battery Powered LED up lights	\$0.00	\$80.00 or \$10/ea
L3	(4) LED Image Projectors Includes the use of UC stocked image/patterns	\$40.00 or \$10.00/ea	\$80.00 or \$20.00/ea
L4	Pre-Function custom color effect outside a reserved room. Includes (4) hours of a custom color scheme. Includes the use of existing column lighting fixtures.	\$25.00	\$50.00
LC	Custom Lighting Services tailored to events utilizing LED up lights, pattern projectors, moving lights, labor for programming and control of custom package.	\$60.00-250.00	\$120.00-500.00

**VIDEO CHARGES**

These one-time setup/strike charges include necessary staffing as determined by the Building Operations Manager.

Package	Description	On Campus Sponsor	Private / Corporate Sponsor
V1	42" LED display on Portable Cart. Includes power strip & 15ft HDMI cable. (Priced per display. <u>U</u> p to 3 available.)	\$0.00	\$25.00
V2	82" LED display on Portable Cart. Includes power strip & 15ft HDMI cable. (1) <u>A</u> available.	\$15.00	\$90.00
V3	Video Projector on a cart. Includes power strip and 25ft HDMI cable. Projector to project on walls or other surfaces. User to provide a video source for content. (1) Available.	\$15.00	\$50.00
V4	42" Viewsonic kiosk (Portrait) monitor. (1) Available.	\$15.00	\$25.00
VC	Custom Video services tailored to events which may include video projectors, video mapping, displays, video splitters/distribution, streaming & recording. If staff time allows.	\$75.00-150.00	\$150.00-600.00

**LABOR**

Hourly charges are in addition to the staffing delineated above, as determined by the Building Operations Manager. Labor rates are charged in full-hour increments.

Description	Recognized Student Orgs	Departments / Corporate Sponsor
*Hamilton Room or as determined Technician - additional charge for events requiring 2+ staff	\$15.00/addit'l staff/hour	\$25.00/addit'l staff/hour

**MISCELLANEOUS EQUIPMENT**

These one-time setup/strike charges include necessary staffing as determined by the Building Operations Manager.

<b>Description</b>	<b>On Campus Sponsor</b>	<b>Private / Corporate Sponsor</b>
Standard Table Covers (Black Spandex) (Charges only apply when not included with standard room setup)	\$3.00 ea or As Determined	\$3.00 ea
Non-Standard Table Covers (must be requested 10 business days in advance)	\$7.00 ea	\$15.00 ea
Moveable Room Divider(s)	\$0.00 ea	\$25.00-75.00
Podium	\$0.00	\$25.00
High Top Table including black spandex cover (Up to 12 available) (Charges only apply when not included with standard room setup)	\$5.00 ea or As Determined	\$20.00 ea
Stage: Portable Stage Sections (4ft x 8ft) includes black fabric skirting. Up to (10) sections available. (2) Staircase sections available. Note this staging is not ADA accessible. (Charges will be calculated during advising meeting)	\$25.00 or As Determined	\$50.00/hr
Sign Holders (Double sided) (Charges only apply when not included with standard room setup)	\$5.00 ea or As Determined	\$5.00 ea or As Determined
Pipe & Drape: Portable Pipe & Drape 10ftH x up to 80ftL (Charges will be calculated during advising meeting)	\$25.00/hr	\$25.00/hr
Self Service: Pop-Up Photo Backdrop (8ftH x 8ftW) (2) Available. Does NOT include deliver/setup/operation (Self Service)	\$25.00	Not Available
PhotoBoxx 1: Photo Printer. Includes media kit for up to 800 photos. Does NOT include deliver/setup/operation (Self Service)	\$250.00/4 hours	Not Available
PhotoBoxx 2: Photo Printer. Includes media kit for up to 800 photos, delivery/setup/operation/cleanup.	\$350.00/4 hours	Not Available
PhotoBoxx 3: Design of Lower 1/3 Photographic for PhotoBoxx printer.	\$100.00 ea	Not Available