SPECIAL EVENTS FACILITIES/SERVICES

POLICIES AND GUIDELINES FOR USE OF THE HOUSTON HARTE UNIVERSITY CENTER, JUNELL CENTER/STEPHENS ARENA, AND OTHER SELECTED FACILITIES

Effective September 1, 2013

The facilities, services, and programs of the Houston Harte University Center have been designed to support the total educational mission of the university. In addition to recreational and dining facilities, the University Center provides a wide range of facilities and services for ASU students and their registered organizations. The meeting rooms in the University Center may be reserved for departmental/faculty/staff meetings and educational conferences. Co-sponsored conferences and meetings are provided for the cost of expenses incurred (rental fees for said events may be waived by following procedures outlined in the Policies and Guidelines). The Facilities Fee Waiver form is located online athttp://reservations.angelo.edu.

Outside organizations and individuals may rent university facilities according to published procedures. The procedures for requesting use of the university facilities are available online at https://www.angelo.edu/content/files/15996-special-events-policies-and-guidelines.

Reservation requests must be submitted to the Special Events Office online via http://reservations.angelo.edu.

Selected facilities are academic buildings that are regulated by special provisions which are necessary due to numerous specialized academic and non-academic functions they ordinarily accommodate. Permission to use these facilities can be obtained through the Special Events Office.

The use of university facilities by registered student, faculty, and/or staff organizations is permissible in accordance with the *Regents' Rules* and the following university policies and procedures under which registered organizations may reserve university facilities.

Conditions Established for Use of Facilities and Restriction on Joint Sponsorship:

> *Extracurricular student, faculty, or staff activities involving the use of Texas Tech University System-owned buildings and grounds shall be conducted in accordance with local, state, and federal law and in accordance with the applicable System and component regulations. Such activities shall not disrupt or disturb the academic and component program and shall not result in damage to or defacement of property. Registered student, faculty, or staff organizations may not enter into joint sponsorship of any on-campus project or program which involves financial commitments or the scheduling or use of facilities with individuals, groups, or students that are not registered without prior written approval of the component president or his or her designee through normal administrative channels.*

a. Use of the Houston Harte University Center and Other Selected Facilities by On-Campus Organizations

i. Policy Statement. The use of university facilities by registered student, faculty, and/or staff organizations is permissible in accordance with the *Regents' Rules* and University Policies.

ii. Approval for Use of University Facilities.

(a) University registered student organizations desiring to schedule the use of university facilities must reserve the facilities through the Special Events Office, located on the second floor of the University Center, to ensure room availability. Reservation requests must be submitted to the Special Events Office online via http://reservations.angelo.edu.

(b) Faculty groups who desire to schedule the use of university facilities for other than routine university business purposes, i.e., departmental meetings, must first obtain written approval for the program from the Executive Director for Business Services prior to scheduling the facilities. Faculty groups must reserve the facilities through the Special Events Office, located on the second floor of the University Center, to ensure room availability. Reservation requests must be submitted to the Special Events Office online via http://reservations.angelo.edu.

iii. (c) Special Provisions. The utilization of university facilities is not ordinarily authorized for the purpose of raising funds, although requests to do so shall be considered upon their merits, taking into consideration the particular circumstances which impel the request. Requests for such specialized uses should be addressed to the Executive Director for Business Services.

Rental charges adequate to pay for heating and air conditioning, electricity, custodial services, and all labor shall be charged to university organizations using university facilities when admission fees are required. University organizations charging admission fees at lectures, musicals, theatricals, entertainments, and other types of programs are normally expected to use non-academic facilities.

The use of university facilities by university organizations is given priority over the use of facilities by outside groups.

The following priorities have been established for on-campus organizations authorized to use university facilities. Authorization is received from either the Vice President for Student Affairs, the Executive Director for Business Services, the Executive Director of Student Affairs, or the Center for Student Involvement.

Class 1 - A meeting of a recognized university organization to further the purpose for which that organization exists (i.e., business meetings of recognized student organizations, university departmental meetings, administrative meetings, general university convocations, alumni meetings, and assemblies of recognition).

Class 2 - Authorized meetings or assemblies of recognized university organizations for which admission is charged at the door or revenue is derived by advance ticket sales, subscriptions, contributions, freewill offerings, or sales.

b. Joint Sponsorship for Use of the Houston Harte University Center and Other Selected Facilities

i. Approval and Reservation for Use of Facilities. Prior to reserving university facilities, the on-campus co-sponsor of any proposed event must first obtain written approval for the activity from the Executive Director for Business Services. Upon approval by the Executive Director for Business Services, the co-sponsor must reserve the facilities through the Special Events Office. Reservation requests must be submitted to the Special Events Office online via http://reservations.angelo.edu.

ii. Special Provisions. All requests for Joint Sponsorship events must comply with the provisions set forth in the *Regents' Rules* and university policies.

In the event that the sponsored organization fails to meet all the financial obligations incurred for the use of the described space, the sponsoring organization shall accept full responsibility for those financial obligations. Accordingly, the sponsoring organization will be billed for any amounts due to the university and not paid by the sponsored organization.

The following priority has been established for joint sponsorships authorized to use university facilities.

Class 3 - Conferences, seminars, or other educational assemblies sponsored by ASU in conjunction with an outside group for purposes directly or indirectly benefitting Angelo State University for which one of the off-campus co-sponsors is a tax supported group. Also included are conferences, seminars or recreational assemblies involving a defined group of individuals whose membership is not primarily from the campus but do have an affiliation with a recognized group on campus. These groups are non-profit organizations. These events are not tax supported but are in line with the educational mission of the university.

iii. Request for Fee Waiver. If a university department chooses to co-sponsor an event and would like the event rental fees to be waived, the department is required to complete a Request for facilities fee waiver via http://www.angelo.edu/forms/pdf/Facilities_Fee_Waiver.pdf. This form can be obtained through the Special Events Office. The department must obtain approval signatures from the appropriate department head, dean, and vice president before submitting for approval from the Executive Director for Business Services. The department requesting a fee waiver must commit both labor for set-up of the event and supervision. If the event is located outside the University Center, the sponsoring department must supply an individual to supervise the event and provide support to the customer. If the department requires the University Center staff to support the co-sponsored event, then the department will be billed an hourly charge per hour per employee for support to defer the cost of student labor. In the cases not clearly defined above, the charge for services billed to the department will be established by the Executive Director for Business Services.

c. Use of the Houston Harte University Center and Other Selected Facilities by Outside Groups

i. Policy Statement. It is the policy of the university to make facilities available for use by outside groups in accordance with and subject to the provisions of the *Regents' Rules* and university policies, to the extent that the programs and activities of these groups do not conflict or interfere with normal university functions or the activities of campus organizations:

(1) Public schools and educational organizations;
(2) State and Federal agencies;
(3) The City of San Angelo and its official (tax supported) agencies;
(4) Meetings of a professional or semi-professional nature which have interests related to the work of the university such as education, farming, ranching, science, charity, philanthropy, government, and research.

The use of university facilities is not ordinarily authorized for the purpose and groups listed below, although requests shall be considered upon their merits.

(1) Promotional groups, commercial or otherwise;

(2) Activities where admission is charged or where money is otherwise raised, including theatricals and other types of entertainment, except in cases where profits are for charitable purposes in the true sense of the term, and in cases where other auditoriums of the community are inadequate or unavailable;
(3) "Civic" groups, including service clubs, churches, and lodges, except for purposes of temporary emergency assistance.

Cases not in the classifications previously listed and borderline cases are considered upon their merits.

ii. Approval and Reservation for Use of Facilities. Outside groups desiring use of university facilities must obtain approval for their program or activity from the Executive Director for Business Services. The Executive Director for Business Services is responsible for making certain that the proposed program and activity is within the *Regents' Rules* and university policies. Reservation requests must be submitted to the Special Events Office online via http://reservations.angelo.edu.

Appropriate rental charges shall be charged to outside groups using university facilities. The Bursar's Office will be notified by the Special Events Office after completion of an event if a rental charge is to be assessed. The group will be billed by the Bursar's Office immediately upon completion of the event.

iii. Special Provisions. The following priorities have been established for the use of university facilities by outside groups.

Class 4 - Educational, conferences, seminars, or assemblies sponsored by:
a. Public schools and educational organizations;
b. State and Federal agencies;
c. The City of San Angelo and its official (tax supported) agencies;
d. Meetings of a professional or semi-professional nature which have interests related to the work of the university such as education, farming, ranching, science, charity, philanthropy, government, and research.
e. Other conferences, seminars, or educational assemblies involving a defined group of individuals whose membership is not primarily from the campus and which do not have an affiliation with a defined group on the campus.

Class 5 - Social or recreational assemblies involving a defined group of individuals whose membership is not primarily from the campus and which do not have an affiliation with a defined group on the campus.

Class 6 - Contract commercial or fundraising event by a non-university group or business using the facilities for private or public use charging a fee to participants or spectators for the purpose of making a profit.

(1) Outside groups sponsoring lectures, musicals, theatricals, entertainments, and other types of programs are normally expected to use non-academic facilities.

(2) Reservations for facilities use by outside groups may not be made earlier than six (6) months in advance of the proposed event except for special educational programs and contract services.

d. Facility Use Agreements

i. Use of university space by non-sponsored outside groups must be authorized by written agreement. The agreement provides for:

(a) Full cost recovery;
(b) Confirmation that the use does not constitute university or state endorsement of the using organization, its views or objectives;
(c) Certification that such use does not interfere with primary university uses for which the facilities were intended; and
(d) Protection of the university from any liability or property loss exposures that may or do result from the lessee's activities or occupancy. The agreement shall indemnify and hold harmless the Board of Regents of the Texas Tech University System, Angelo State University, and all of its officers, employees, and agents from any actions or causes of action, claims, demands, liabilities, loss damage, injury, cost or expense of whatever kind or injuries or the death of any person(s) or damage to or loss of any property claimed to have been caused by or to have arisen out of or in connection with or incidental to the use of Angelo State University property.

(i.) The lessee must provide financial responsibility in the form of a Certificate of Insurance or as otherwise may be deemed acceptable by the Executive Director for Business Services. The Certificate of Insurance should reflect the following:
1) Commercial General Liability coverage $1,000,000.00;
2) ASU as an additional insured;
3) Subrogation against ASU is waived. The lessee's insurance coverage is primary;
4) If lessee cannot furnish Commercial Liability coverage three (3) business days prior to event date, the university will cancel said reservation.

(ii.) The lessee must agree to comply with all laws, ordinances and regulations applicable to the intended use and occupancy. In addition, the lessee must agree to be responsible for payment of federal, state, and local taxes which may be levied against the event or activity.

(iii.) The lessee must not cause or permit anything to be done to mar, deface, or otherwise render the facilities unusable. The lessee must leave the premises in the same condition as the commencement of occupancy, except for ordinary wear and use.

(iv.) The standard facilities use agreement shall be used by all reservation offices. Addendums may be added for special circumstances.

e. Conditions Applying to All Classifications of Users

i. The university facilities may not be used for the benefit of private individuals or organizations unless the use of the facilities serves a public purpose and adequate contractual or other controls ensure its realization.

ii. The use of university facilities by on-campus organizations is given priority over the use of the facilities by outside groups.

iii. Multi-scheduling or standing reservations are not normally allowed except for educational programs conducted by the university.

f. Request for Fee Waiver

If a university department chooses to co-sponsor an event and would like the event rental fees to be waived, the department is required to complete a Request for Facilities Fee Waiver. This form can be obtained through the Special Events Office. The department must obtain approval signatures from the appropriate department head, dean, and vice president before submitting for approval from the Executive Director for Business Services. The department requesting a fee waiver must commit both labor for set-up of the event and supervision. If the event is located outside the University Center, the sponsoring department must supply an individual to supervise the event and provide support to the customer. If the department requires the University Center staff to support the co-sponsored event, then the department will be billed an hourly charge per hour per employee for support to defer the cost of student labor. In the cases not clearly defined above, the charge for services billed to the department will be established by the Executive Director for Business Services.

CHARGES FOR USE OF THE HOUSTON HARTE UNIVERSITY CENTER

The following schedule of charges has been established for the use of the Houston Harte University Center.

FACILITY TYPE	RENTAL RATE					
	Class 1 ASU Sponsored Event	**Class 2** On-Campus Groups Charging	**Class 3*** Co-Sponsored events involving tax-supported entities SLI, ##, <><>	**Class 4*** Non-University sponsored events SLI, ##, <><>	**Class 5*** Social Not Affiliated w/ASU SLI, ##, <><>	**Class 6*** Contract/ Commercial Event/Fundraiser SLI, ##, <><>
Single Meeting Room	N/C	$32.00	$42.00	$69.00	$95.00	$137.00
Double Meeting Room	N/C	$32.00	$63.00	$111.00	$147.00	$195.00
Conference Room	N/C	$32.00	$42.00	$69.00	$95.00	$137.00
University Center 110/111	N/C	$58.00	$90.00	$116.00	$179.00	$220.00
Ram Room	N/C	$42.00	$63.00	$111.00	$147.00	$195.00
Small Conference Center	N/C	$111.00	$179.00	$357.00	$530.00	$583.00
Large Conference Center	N/C	$168.00	$242.00	$447.00	$630.00	$735.00
Tucker Center Reception Area**	N/C	$32.00	$58.00	$90.00	$105.00	$168.00
VIP Guest House	$75.00	N/A	N/A	N/A	N/A	N/A

PLEASE NOTE THAT A UTILITY SURCHARGE and CUSTODIAL SERVICES ARE BILLED IN ADDITION TO ABOVE STATED RENTAL RATES.

* If an event requires special sound and light requirements, the customer will be billed a separate additional charge for rental of equipment as per attached equipment rate schedule. Labor will be billed at $12.00 per hour per employee to set-up and monitor requested equipment.

** Tucker Center requires approval from West Texas Collection administrator.

SLI Spectator Liability Insurance based on estimated attendance.

Utility Surcharge: C.J. Davidson Conference Center - $18.00 per hour from time of making facilities available until the completion of scheduled event.

<><> **Custodial charges: $24.50 per hour/per employee-billing after event clean-up.**

Groups requiring **Food Services or Catering** will be billed for such services separately.

All prices will be adjusted yearly based on consumer price index increases for utility cost, custodial contract services, and facility rental cost. Increases will be based on university Fiscal Year adjustments.

Normal hours of operation are Monday-Friday, 8:00 a.m.-10:30 p.m.; Saturday, 10:00 a.m.-7:00 p.m.; Sunday, 10:00 a.m.-7:00 p.m. Before or after hours, $55.00 per hour.

Should special technical services be required, groups will be advised of said charges in advance and billed accordingly.

In cases not clearly defined or for rental of other facilities not listed above, the charges will be established by the Executive Director for Business Services.

CHARGES FOR USE OF THE JUNELL CENTER/STEPHENS ARENA

The following schedule of charges has been established for the use of the Junell Center/Stephens Arena.

FACILITY TYPE **RENTAL RATE**

	Class 1 ASU Sponsored Event	**Class 2** On-Campus Groups Charging	**Class 3*** Co-Sponsored events involving tax-supported entities SLI, ##,<><> ***	**Class 3A** UIL Sports (per Game) **, SLI	**Class 4*** Non-University sponsored events SLI, ##, <><> ***	**Class 5*** Social Not Affiliated w/ASU SLI, ##, <><> ***	**Class 6*** Contract/ Commercial Event/Fundraiser SLI, ##, <><> ***
Stephens Arena	N/C	$399.00	$1,717.00	$740.00	$1,995.00	$2,284.00	$2860.00
Junell Center Auxiliary Gym	N/C	$115.00	$175.00	$175.00	$289.00	$399.00	$515.00
Junell Center VIP Lounge	N/C	$115.00	$175.00	$175.00	$289.00	$399.00	$515.00
LeGrand Sports Complex	N/C	$115.00	$289.00	$289.00	$399.00	$515.00	$688.00
Classrooms	N/C	$37.00/ea	$63.00/ea	$63.00/ea	$79.00	$90.00/ea	$90.00/ea

PLEASE NOTE THAT A UTILITY SURCHARGE and CUSTODIAL SERVICES ARE BILLED IN ADDITION TO ABOVE STATED RENTAL RATES.

* If an event requires special sound and light requirements, the customer will be billed a separate additional charge for rental of equipment as per attached equipment rate schedule. Labor will be billed at $12.00 per hour per employee to set-up and monitor requested equipment.

** **Multiple Games:** If multiple games (3 or more) are scheduled, the base rate for rental is $575.00 per game plus additional requests not part of standard set-up and Spectator Liability Insurance. The insurance cost will vary based on estimated number of spectators and facility rented.

*** **Catered Meal:** For a catered meal served in the Junell Center/Stephens Arena for 600 or more, the rental rate is reduced by $500.00.

SLI Spectators Liability Insurance based on estimated attendance.

Utility Surcharge: Stephens Arena $67.25 per hour - Auxiliary Gym $37.00 per hour
Utility surcharge will be billed from time of making facilities available until the completion of scheduled event.

<><> **Custodial charges: $24.50 per hour/per employee-billing after event clean-up.**

Groups requiring **Food Services or Catering** will be billed for such services separately.

All prices will be adjusted yearly based on consumer price index increases for utility cost, custodial contract services, and facility rental cost. Increases will be based on University Fiscal Year adjustments.

Normal hours of operation are Monday-Friday, 8:00 a.m.-5:00 p.m. All other hours can be scheduled by request from 8:00 a.m.-11:00 p.m. Before or after hours, $55.00 per hour. Normally, the Junell Center is closed on Sundays, but may open from 2:00 p.m. until 10:00 p.m. at a cost of $80.00 per hour plus equipment rental cost with a 4 hour minimum.

Should special technical services be required, groups will be advised of said charges in advance and billed accordingly.

In cases not clearly defined or for rental of other facilities not listed above, the charge will be established by the Executive Director for Business Services.

CHARGES FOR USE OF OTHER SELECTED FACILITIES

The facilities listed below follow the same guidelines as the ones established for other University facilities.

OTHER SELECTED AREAS	RENTAL RATE					
	Class 1 ASU Sponsored Event	**Class 2** On-Campus Groups Charging	**Class 3*** ASU Co-Sponsored events involving tax-supported entities	**Class 4*** Non-University sponsored events ISD Requests	**Class 5*** Social Not Affiliated w/ASU	**Class 6*** Contract/ Commercial Event/Fundraiser
Math/Computer Science-Room 100	N/C	$63.00	$90.00	$115.00	$231.00	$342.00
Rassman 105	N/C	$37.00	$63.00	$90.00	$115.00	$197.00
ASU Auditorium	N/C	$115.00	$175.00	$231.00	$342.00	$515.00
ASU Gym (Main Floor) (CHP)	N/C	$115.00	$175.00	$289.00	$399.00	$599.00
Individual Classrooms (campus wide)	N/C	$37.00	$37.00	$63.00	$90.00	$115.00
Carr E/FA 101	N/C	$63.00	$37.00	$63.00	$90.00	$115.00
Carr E/FA Recital Hall	N/C	$63.00	$37.00	$90.00	$115.00	$175.00
Academic 004	N/C	$63.00	$37.00	$90.00	$115.00	$175.00
Cavness 100 (Science Bldg.)	N/C	$63.00	$63.00	$115.00	$175.00	$258.00
MIR Center	N/C	$63.00	$231.00	$289.00	$342.00	$515.00
Tennis Courts (all but 2-NPS)	N/C	$63.00	$175.00	$289.00	$399.00	$567.00
Recreational Facilities						
- Softball Fields	N/C	$115.00	$175.00	$289.00	$399.00	$567.00
- Swimming Pool	N/C	$115.00	$175.00	$289.00	$399.00	$567.00
- Multipurpose Track Field	N/C	$115.00	$289.00	$399.00	$515.00	$688.00
- Super Slab	N/C	$115.00	$175.00	$289.00	$399.00	$688.00
- Outdoor Pavilion	N/C	$115.00	$175.00	$289.00	$399.00	$688.00
- Intramural Multipurpose Fields	N/C	$115.00	$175.00	$289.00	$399.00	$688.00
- Dance Studio	N/C	$63.00	$79.00	$115.00	$175.00	$231.00

PLEASE NOTE THAT A UTILITY SURCHARGE and CUSTODIAL SERVICES ARE BILLED IN ADDITION TO ABOVE STATED RENTAL RATES.

* If an event requires special sound and light requirements, the customer will be billed a separate additional charge for rental of equipment as per attached equipment rate schedule. Labor will be billed at $12.00 per hour per employee to set-up and monitor requested equipment. Customers will be billed at $12.00 per hour per Auditorium Technician. Customers will be billed at $18.50 per hour per game official. Customers will be billed at $per hour per lifeguard to supervise activities in the swimming pool. NOTE: Only ASU lifeguards will be utilized. Utilities billed at $18.00 per hour if outdoor lighting is used in addition to base rental fees. Any custodial cleaning will be at $24.50 per hour.

Groups requiring **Food Services or Catering** will be billed for such services separately.

All prices will be adjusted yearly based on consumer price index increases for utility cost, custodial contract services, and facility rental cost. Increases will be based on university Fiscal Year adjustments.

Normal hours of operation are Monday-Friday, 8:00 a.m.-10:30 p.m.; Saturday, 10:00 a.m.-9:00 p.m. Before or after hours, $55.00 per hour.

Should special technical services be required, groups will be advised of said charges, in advance, and billed accordingly.

In cases not clearly defined or for rental of other facilities not listed above, the charge will be established by the Executive Director for Business Services.

CHARGES FOR USE OF THE LAKE FACILITY

The following schedule of charges has been established for use of the Lake Facility.

	0-49 PEOPLE	50-99 PEOPLE	100-149 PEOPLE	150+ PEOPLE
Class 1	N/C	N/C	N/C	N/C
Class 2*	$63.00+ hourly labor rate below + other than std. set-up	$ 79.00+ hourly labor rate below + other than std. set-up	95.00+ hourly labor rate below + other than std. set-up	$115.00+ hourly labor rate below + other than std. set-up
Class 3*	$90.00+ hourly labor rate below + other than std. set-up	$ 105.00+ hourly labor rate below + other than std. set-up	$132.00+ hourly labor rate below + other than std. set-up	$158.00+ hourly labor rate below + other than std. set-up
Class 4*	$105.00+ hourly labor rate below + other than std. set-up	$ 121.00+ hourly labor rate below + other than std. set-up	$147.00+ hourly labor rate below + other than std. set-up	$175.00+ hourly labor rate below + other than std. set-up
Hourly Labor Rate (4 hrs. min.)	$12.00/hr/employee	$12.00/hr/employee 2 employees min.	$12.00/hr/employee 2 employees minimum + 2 parking attendants	$12.00/hr/employee + 3 employees minimum + 2 parking attendants 4 employees for 200 5 employees for 250+
Class 5*				
Up to 4 hours	$115.00	$142.00	$175.00	$231.00
From 4-8 hours	$153.00	$184.00	$220.00	$299.00
Over 8 hours	$195.00	$231.00	$289.00	$357.00
Class 6*				
Up to 4 hours	$231.00	$258.00	$289.00	$342.00
From 4-8 hours	$273.00	$299.00	$336.00	$409.50
Over 8 hours	$310.00	$342.00	$399.00	$478.00

PLEASE NOTE THAT A UTILITY SURCHARGE and CUSTODIAL SERVICES ARE BILLED IN ADDITION TO ABOVE STATED RENTAL RATES. All prices will be adjusted yearly based on consumer price index increases for utility cost and facility rental cost. Increases will be based on university Fiscal Year adjustments.

NOTE: Charges will be based on actual number of attendees present, not on estimates provided at the time of reservation.

* If an event requires special sound and light requirements, the customer will be billed a separate additional charge for rental of equipment as per attached equipment rate schedule. Labor will be billed at $12.00 per hour per employee to set-up and monitor requested equipment. Customers will be billed at $14.25 per hour per lifeguard to supervise activities at the Lake Facility. NOTE: Only ASU lifeguards will be utilized.

Utility Surcharge: Lake Facility $18.00 per hour. Utility surcharge will be billed from time of making facilities available until the completion of scheduled event

Groups requiring **Food Services or Catering** will be billed for such services separately.

GENERAL UNIVERSITY RECREATIONAL PERIODS

The entire Lake Facilities have been reserved at the following times seasonally for general and recreational use by Angelo State University students with currently validated ASU OneCards, and eligible faculty and staff.

Wednesday: 1:00 p.m. – Sunset Saturday: 1:00 p.m. - Sunset Sunday: 1:00 p.m. - Sunset

General use on the above days may be extended or other periods may be designated by the Executive Director for Business Services if the Lake Facilities are not required by scheduled use. However, the facilities shall not remain open later than 10:30 p.m. By request, other days and times may be requested at time of reservation.

Should special technical services be required, groups will be advised of said charges in advance and billed accordingly.

In cases not clearly defined or for rental of other facilities not listed above, the charge will be established by the Executive Director for Business Services.

EQUIPMENT RATES
Effective September 1, 2013
(Applicable to Classes 3, 4, 5, and 6)

ITEM	RATE
Display Tables	$ 20.00 (indoor venue) table cloth and skirt $ 10.00 (outdoor venue) no table cloth
Stage Sections (16' x 8' comes standard w/Room Rental)	$ 16.00 (per additional section)
Sound (per event, performance, or rehearsal) Podium/Mic comes standard; all other requests will generate this fee	$ 84.00 set-up fee plus $ 12.00 per hour/per employee /4 hour minimum (A/V Tech to monitor/operate)
Spotlight (per event, performance, or rehearsal)	$ 69.00 $ 12.00 per hour/per employee /4 hour minimum
Stage Lights (per event, performance, or rehearsal)	$ 69.00 (indoor venue) $ 12.00 per hour/per employee /4 hour minimum
Digital projector (CJ Davidson Conference Center Only)	$132.00
Super VHS video projector (outside Conference Center)	$ 58.00
Piano (only in rooms where piano is standard) Piano Tuning	$ 32.00 Prevailing Rate
Computer Set-Up w/Power Point or General Use (Set-up pricing for each workstation)	$ 84.00 $ 12.00 per hour/per employee /4 hour minimum (A/V Tech to monitor/operate)
Portable Dance Floor (21' x 21') includes set-up	$184.00 (441 sq. ft.)
Portable Curtain (8' wide section)	$ 21.00 (section)
Portable Awning (8' x 8' sunshade)	$ 53.00 (includes set-up)
TV/VCR	$ 27.00 (includes set-up)
Slide/Overhead Projectors/Screens	$ 27.00 per item
Document Camera	$ 53.00 (includes set-up)
Decoration Assistance	$ 12.00 per hour/per employee /4 hour minimum
Rehearsal Assistance	$ 12.00 per hour/per employee /4 hour minimum
Teleconference Set Up	$ 84.00 + Long Distance Charges
Video Conference Set up	$158.00 per hour $ 27.00 per hour/per Facilitator
Golf Cart	$ 55.00 $ 12.00 per hour/per employee /4 hour minimum

JUNELL CENTER/STEPHENS ARENA STAFFING EXPENSES
Effective September 1, 2013
(Applicable to Classes 3, 4, 5 and 6)

ITEM	RATE
University Police	$ 30.00/hour per officer/4 hour minimum/non-alcohol $ 30.00/hour per officer/4 hour minimum/alcohol
Parking Lot Attendants	$ 12.00 per employee/4 hour minimum
Electrician	$278.25 per event
Paramedics	$315.00 per event
Custodial	$ 24.50 per hour/per employee /4 hour minimum billing after event clean-up
Event Labor	$ 12.00 per employee/4 hour minimum
Ticket Takers	$ 12.00 per employee/4 hour minimum
Ticket Sellers	$ 12.25 per employee/3 hour minimum
Ushers	$ 12.00 per employee/3 hour minimum
Game Clock Operator	$ 52.50 per game
Shot Clock Operator	$ 52.50 per game
Official Scorer	$ 52.50 per game
Announcer	$ 52.50 per game
Facility Clean-Up	$388.50 per event
Sound Technician	$ 84.00 per event/plus $ 12.00 per hour/per employee
Facility Set-Up	$661.50 per event
Facility Tear-Down	$441.00 per event
Load in (non-professional)	$ 12.25 per employee/4 hour minimum
Piano Tuning	Prevailing Rate
Golf Cart	$ 55.00 $ 12.00 per hour/per employee/ 4 hour minimum
Box Office (Advance Sales)	$ 2.00 per ticket issued (includes comp tickets printed)
Texas Sales Tax (Ticket Sales)	deducted from box office
Spectator Liability Insurance	$5,000,000.00 spectator liability coverage required
Merchandise	20% of gross sales, 25% if ASU sells