

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
Truck Delivery	\$50 per round trip

AVAILABLE CONFERENCE EQUIPMENT - PRICE LIST

ITEM	INTERNAL RATE	EXTERNAL RATE
Audio/Visual Package in: SC Ballroom Includes: Podium, (1) microphone, LCD projectors, DVD player, and (1) wireless microphone	\$175.00	\$250.00
Audio/Visual Package in: FT Ballroom and MC Auditorium Includes: Podium, (1) microphone, LCD projector, DVD player, and (1) wireless microphone	\$125.00	\$190.00
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	30.00
DVD/VHS Player	40.00	60.00
Flag (4' x 6') with base (US, Ohio, City, CSU)	20.00	30.00
Flipchart	14.00	20.00
Flooring <ul style="list-style-type: none"> • marble vinyl (600 sq ft available) • wooden dance floor (Student Center Ballroom only) 	.75 / sq ft 150.00	1.12/ sq ft 225.00
Microphones <ul style="list-style-type: none"> • Wired • Wireless • Multiple Microphone Box • MC Auditorium, FT Ballroom, and SC Ballroom without video projection (1 podium mic only) 	14.00 30.00 65.00 50.00	20.00 45.00 98.00 <i>Included in room rental</i>
Pipe and Drape backdrop (10' section)	20.00	30.00
Podium - CSU Ceremonial	50.00	75.00
Podium - standard	20.00	30.00

AVAILABLE CONFERENCE EQUIPMENT – PRICE LIST (continued)

Projectors		
<ul style="list-style-type: none"> • LCD – MC Auditorium, FT Ballroom, and SC Ballroom • LCD – portable projector (3000 lumens) • LCD HD portable projector for Student Center only (6000 lumens) • Overhead • Video Switcher 	<p>75.00</p> <p>65.00</p> <p>120.00</p> <p>10.00</p> <p>35.00</p>	<p>115.00</p> <p>100.00</p> <p>175.00</p> <p>15.00</p> <p>50.00</p>
Screens		
<ul style="list-style-type: none"> • Portable • 6' x 10' rear screen • 11' x 17' rear screen 	<p>14.00</p> <p>50.00</p> <p>100.00</p>	<p>20.00</p> <p>75.00</p> <p>150.00</p>
Sound Systems		
<ul style="list-style-type: none"> • Explorer (2) speakers (1) microphone • Liberty (2) speakers/125 watt/ tripods/ (1)microphone • Podium w/ built in PA (gray carpeted) 	<p>40.00</p> <p>100.00</p> <p>50.00</p>	<p>60.00</p> <p>150.00</p> <p>75.00</p>
Stage – Portable		
Four (6' x 8') sections available w/ skirting and steps	35.00 each section	50.00 each section
TV/VCR – 36" portable	60.00	90.00
TV – 42" plasma	80.00	120.00

3/2012