

Audio / Visual Equipment Rates

Item	On Campus/Non-profit	Off Campus
Audio/Visual Package (Includes lectern/podium, laptop, screen projector, corded microphone)	\$150	\$175
CD/DVD Player	\$10	\$10
Extension Cord/Electricity	\$5	\$5
Internet Connection – Wired (Friends Room only)	\$15	\$15
Laptop	\$40	\$50
Lectern	\$10	\$15
Microphone (corded on stand)	\$5	\$5
Microphone (wireless)	\$20	\$30
Podium	\$10	\$15
Projector Cart w/electricity	\$5	\$5
Projector	\$50	\$75
Remote Clicker	\$5	\$5
Screen	\$15	\$20
Sound – Basic PA	\$75	\$100
Sound – Portable unit	\$50	\$75
Speakers – Computer	\$10	\$10

General Policies

- A late scheduling fee of \$30 may be assessed for labor requests made less than 10 business days prior to event.