

University of Wisconsin-La Crosse

Student Activities & Centers

Scheduling Policy

The mission of the Student Activities and Centers is to “provide services, educational opportunities, and facilities for students and members of the university community.” Student Centers (Cartwright Center and Whitney Center) is funded through student fees; therefore, its primary focus is to serve students and student organizations.

GENERAL SCHEDULING POLICIES

1. Scheduling of Student Center facilities is on a first come, first serve basis to the university community. Student Activities and Centers reserves the right to reassign events scheduled when deemed appropriate by administration. No group or individual will be denied the benefits of the Student Activities & Centers Scheduling Policy based on race, color, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, or marital or parental status.
2. All UW-L students, faculty, and staff are encouraged to arrange room reservations as soon as possible in University Scheduling Office (CC42). Reservations are made according to order received. Large campus events such as Campus Close-Up, Freshman Registration, Homecoming/Family Weekend, etc., supercede all other reservations.
3. Non-university entities
 - a. Non-university entities can schedule facility usage during spring break, May term, J-term, and summer session.
 - b. Non-university entities may schedule facilities after May 1 for the following academic year.
 - c. Non-university entities will be charged a rental fee and will be asked to provide written documentation that there are no comparable facilities available in the community.
4. Reservation Time Periods
 - a. UW-L organizations may reserve regular meeting rooms for up to two academic years in advance. During high volume usage, reservations may be limited.
 - b. All scheduled events should remain within the reserved time period. When an extension of time is needed, an allowance can be made if no other party is waiting to use the facilities/equipment. Priority is always given to the group who has the reservation at the current time (i.e. if the reservation goes late, the following group has priority). Please notify the University Scheduling Office (Monday - Friday, 8:00 a.m.- 4:30 p.m.) or the Building Manager (Monday through Friday, 4:30 p.m.-1:00 a.m.; Saturday, 7:30 a.m.-1:00 a.m.; Sunday, 10:30 a.m.- 1:00 a.m.) to avoid disputes.

- c. Groups that make reservations for the same day must accept the room in its present condition. Reservations made after 2:00 p.m. for the next day will not appear on the TODAY schedules posted at each entrance of the building.
 - d. During weekdays, study rooms may be reserved in the University Scheduling Office until 4:00 p.m. and at the Information Counter after 4:00 p.m. for the same day only. Weekend study rooms may be reserved Friday through Sunday at the Information Counter.
5. First floor rooms (Valhalla and Ward Room) are not considered regular meeting rooms and have limited availability.
6. Facilities designated for dining service, such as, The Cellar, State Room, Ward Room, and facilities at Whitney Center, are given priority for dining service only events.
7. No tobacco products are allowed in the Student Centers.
8. Audio/Visual Equipment/Sound and Light Production
Requests for technical support requiring production staff must be arranged at least one week prior to the event date with Event Support Services.
9. Cancellations
 - a. When a reservation is cancelled, the sponsoring organization must inform the University Scheduling Office (785-8892) immediately. (A set-up fee will be charged when special set-ups have already been completed or expenses for labor or equipment have been incurred.)
 - b. If a group consistently does not utilize reserved spaces their privileges will be reviewed, pending discussion by the Student Advisory Committee.
10. Cleaning/Damage Fees
Extraordinary cleaning, repair, or replacement of furnishings and/or equipment resulting from inappropriate use of the facility will result in a charge to the sponsoring group.
11. Decorations
 - a. Groups may provide materials for decoration. Cartwright Center staff is not responsible for providing set-up or tear down of decorations.
 - b. The placement of decorations on walls in Cartwright Center must:
 - Not endanger any participant or create a fire hazard.
 - Be attached with ONLY masking tape.
 - Be removed by the organization immediately following the event.
 - Not contain any use of glitter or confetti.
 - Be latex free.
12. Fire Safety
Due to fire regulations, the use of open candles is not allowed in Cartwright Center. Enclosed candles may be used for special events with approval from the Associate Director of Student Activities and Centers. (Groups who violate this will incur a fee and have their privilege of reserving facilities through Student Activities and Centers suspended.)

13. Dining service/Catering

- a. Due to the university's policy concerning health licensing restrictions and the university's contract with the dining service contractor, all food/beverages utilized in the Student Centers for an event must be arranged through the contracted dining service provider (with the exception of #2, listed below). Please contact the dining services staff after reserving facilities with the Scheduling Office to make catering arrangements.
- b. A group may bring in less than \$50 of food for their meetings. These items must be snack-type foods and cannot serve as a meal. Pizza may only be brought on campus for personal use; pizza may NOT be brought in from outside vendors for consumption of the group. Organizations utilizing this program must register their dining service arrangements by completing a "Request to Self-Cater" form at the time the room reservation is made. A copy of their food receipt must be filed with the Scheduling Office when the event is completed. If the purchases exceed \$50, this privilege can be denied in the future.
- c. Ethnic dinners and bake sales must secure special approval from the Associate Director of Student Activities and Centers.

14. Parking

The University Scheduling Office is not responsible for parking permits or other arrangements for events in Cartwright Center. The University Parking Office (785-8008) controls parking privileges on campus.

15. Room Set-up

- a. Each room in Cartwright Center has a standard arrangement. Rooms 257, 258, 263, 327, 329, and 342 have permanent arrangements. Additional time should be allowed for changing the typical set-up in all other rooms (usually a minimum of 30 minutes is needed).
- b. Major modifications to a room arrangement must be requested one week prior to the event.
- c. Requests for minor set-up changes immediately preceding the event (i.e. adding another table) are made through the University Scheduling Office during regular business hours, or through the student building manager after regular business hours. The request will be honored if equipment and personnel are available.
- d. If a group wants to rearrange the room when they arrive for their event, they must return it to the original configuration in consideration of the next room user. A charge of \$25 will be assessed to users who do not follow this policy after receiving prior notification of failure to comply.

16. Signage

If reservation changes occur, notify the University Scheduling Office or the student building manager; they will redirect attendees. No signage is allowed on any doors or windows of Cartwright or Whitney Centers. Directional or informational publicity for an event is acceptable on interior walls with prior approval from the University Scheduling Office and the Student Activities & Centers Office. Individuals posting these materials must remove this publicity within two hours following the event being advertised.

17. Sound Control

Sound must be kept at a reasonable level in consideration of other building users. The sound level will be considered excessive if complaints are received from other building

users. Repeated disregard of this policy will result in the review of reservation privileges for the organization by the Student Advisory Committee.

18. Sponsorship

UW-L units/departments/organizations that are sponsoring or co-sponsoring an event will be responsible for payment of all bills related to the event. Sponsoring organizations will have a university account from which to pay all bills. Off-campus organizations may use student center facilities at the invitation by university department or organization. These organizations may have off-campus accounts and all charges will be sent to the organization directly.

19. Summer, Interim, and Break Reservations

Open building hours are reduced during summer, interims, and breaks. Groups requesting use of the Centers during the normally closed hours will pay an opening and closing fee.

Cartwright Center Facility Options

1. THE CELLAR

The Cellar serves as a campus dining area with an emphasis on student programming in an environment that is similar to a campus rathskeller. Students on the university meal plan may use this facility for their evening meal, so they may not be prohibited from entry during the meal period. After the meal period, The Cellar is reserved for campus events in which an admission fee can be charged.

Recognized Student Organizations and Student Activities and Centers organizations may schedule events in The Cellar. The Cellar is available for other university groups only when no student activity is scheduled or anticipated. The following conditions apply to all reservations in The Cellar:

- a. The activity must represent the purpose of The Cellar and must be oriented to the general student body.
- b. The capacity of The Cellar is 200.
- c. Reservations within The Cellar must be coordinated with the University Scheduling Office and the Events Support Services staff.
- d. Regularly scheduled programs, Campus Activities Board (CAB), and dining services events have priority.
- e. Alcohol Beverage Serving Policy and Security Policy apply to all scheduled events.

2. LOUNGE AREAS

Informal lounges are available on the lower level, second floor, and third floor of Cartwright Center. The second floor and third floor lounges have televisions. All lounges are open and considered public areas. For special events, lounges may be reserved as waiting areas, information distribution areas, exhibit areas, and refreshment areas.

3. MAIN DECK/STATE ROOM

The Main Deck and State Room are open areas; therefore, any admission cost, fee, etc., is prohibited. Organizations requesting the use of these areas must submit a written

request to the Student Advisory Committee (The University Scheduling Office will direct the letter to the Committee).

4. PORT O'CALL LOUNGE

Port O'Call is available for scheduling of events at any time. When Port O'Call is not in use as a meeting room, it will be open for all students to use.

5. VALHALLA

Valhalla is a large, multi-purpose area divided into "A" (non-stage side and larger) and "B" (stage side). Specialized programming such as guest lecturers, musical performances, films, banquets, receptions, exhibits, and large presentations are appropriate uses for this space. Because of the specialized needs of this room, it is imperative that organizations reserving Valhalla arrange set-up details, audio/visual equipment, personnel needs, and dining service arrangements well in advance. A group will be required to sign a contract with the University Scheduling Office when they reserve Valhalla. Valhalla may not be reserved for more than three (3) consecutive days for an event. The sponsoring organization must observe the following policies, as well as all federal, state, and local laws and fire codes.

- a. The stage may not be reserved without reserving Valhalla B.
- b. No alcohol beverages are allowed on stage or in dressing rooms. No smoking or tobacco products are allowed.
- c. Student Activities and Centers will provide a piano; the sponsoring organization is responsible for tuning the instrument. The baby grand piano must remain on the stage.
- d. Fog and smoke devices may be allowed when the request is made at least two weeks prior to the event. Arrangements must be made through Event Support Services. Additional fees will be assessed for this service.
- e. Audio/visual equipment and technical support must be determined at least two (2) weeks prior to the event. The Event Support Services Coordinator will assist in determining needs. The sponsoring organization is responsible for any equipment lost or damaged during the event.
- f. Dining service and room arrangements must be determined at least two weeks prior to a Valhalla special event. Final counts for food and seating are required one week prior to the event.

6. WARD ROOM

Ward Room has first priority for catered events. All reservations in this room should have some form of catering. When no event is scheduled in the Ward Room, a non-catered reservation may be made with the understanding that priority will be given to any catered event. If the non-catered group is displaced, every effort will be made to reassign the group to another room.

7. MEETING ROOMS

The following rooms are available for meetings, studying, and special events: Rooms 257, 259, 263, 326, 327, 328, 329, 330, 331, 332, 337, 339, 340, 342.

WEDDING RECEPTION POLICY

Student Center facilities may be made available for wedding receptions under the following conditions:

1. The bride or groom must meet one of the following criteria:
 - a. Is a current UW-L student;
 - b. Is a UW-L alumnus;
 - c. Is a current UW-L faculty/staff or member of their immediate family;
 - d. Is a current employee of any contracted entities (dining service).
2. The following are the designated areas for wedding receptions on campus:
 - a. Port O' Call Lounge, Valhalla, and the third floor conference area at times when the building is open for other activities.
 - b. The Cellar, State Room, Ward Room in Cartwright Center and Chars/The Alternative in Whitney Center may be made available when the buildings are closed. (An appropriate fee will be charged).
3. A \$250.00 room set-up/clean-up fee will be charged. Additional services requested will be charged accordingly.
4. The University dining service must provide all food and/or beverages, with the exception of the wedding cake. Wedding cakes are also available through the dining service, and consideration of their product would be appreciated.
5. Any alcohol beverage requested must be provided and dispensed by the University dining service according to University policy. An Application for Alcohol Beverage Permit must be completed and the applicant will assume primary responsibility of monitoring the legal drinking ages of the guests. No other alcohol beverage may be brought on campus other than that purveyed by the University dining service.
6. If the facility is not scheduled to be open, there will be a \$12.00 per hour opening/closing fee for a Building Manager.

Categorization of Groups For Student Centers

Customers have been divided in to six categories.

- Category A:** (Listed in priority order)
Recognized student organizations.
UW-L units and departments (when no admission is charged or revenue generated)
UW-L units and departments co-sponsoring an event with a non-UW-L organization
(when no admission is charged or revenue generated)
Academic classes
Official agencies of the state of Wisconsin
- Category B:** (When admission is charged or revenue is generated)
Individual UW-L students, faculty, or staff
UW-L units and departments
Continuing Education camps, conferences, and banquets.
- Category C:** Non-profit organizations with a tax-exempt number
Official agencies of the Federal government
Political groups/functions, as well as other educational institution functions.
- Category D:** Commercial for-profit organizations
Events sponsored by groups or individuals
All other individuals and organizations both public and private.
- Category E:** Wedding Receptions
Banquets

Category A

This group focuses on events that are targeted primarily for university students, faculty, and staff. No room rental fees or event support services fees are charged to groups in this category, except for designated event support activities. Charges may be assessed for special services rendered (Ex: extra personnel and audio system), special set-up requests, or extended building hours. Groups in this category listed below in priority order:

1. **Recognized student organizations**, including student fee-funded groups.
This includes any event that primarily serves faculty, staff, students, or university departments.rated.
2. **UW-L units and departments**. This includes any event primarily open to faculty, staff, and students when no admission is charged or revenue is generated.
3. **UW-L departments** Cartwright and Whitney Center facilities may be reserved by UW-L departments when they are co-sponsoring an event with a non-UW-L group for organization meetings and other activities when no admission is charged or revenue generated. (Ex. University departments that sponsor public school conferences for educational purposes.)
4. **Academic classes**. Cartwright and Whitney Center facilities may be scheduled for academic classroom use under the following conditions:
 - a. Appropriate facilities are not available elsewhere on campus.
 - b. The reservation is on a temporary basis and not part of the permanent class schedule.
 - c. There is no conflict with previously scheduled programs, meetings, and other activities
5. **Official agencies of the state of Wisconsin**.

Category B

This group focuses on events that are not targeted exclusively for university students. Charges will be assessed for room rental, special services rendered (Ex: extra personnel), special set-up requests, technical support, equipment rental, and extended building hours. Groups in this category are as follows:

1. **Individual UW-L student, faculty, staff or university department.** This includes any event when admission is charged or revenue is generated.
2. **UW-L university department.** Cartwright and Whitney Center facilities may be reserved by UW-L departments when they are co-sponsoring an event with a non-UW-L group or organization meetings, and other activities when admission is charged or revenue is generated.
3. **Continuing Education camps, conferences, and banquets.**

ROOM RENTAL RATES

Room	1-5 Hrs	5-10 Hrs	10-15 Hrs
257	\$10.00	\$20.00	\$25.00
259	\$17.50	\$35.00	\$50.00
263	\$5.00	\$10.00	\$15.00
326 (Timber)	\$10.00	\$20.00	\$25.00
327 (Quarry)	\$5.00	\$10.00	\$15.00
328 (Prairie)	\$5.00	\$10.00	\$15.00
329 (Depot)	\$5.00	\$10.00	\$15.00
330 (Coulee)	\$5.00	\$10.00	\$15.00
331 (Valley)	\$5.00	\$10.00	\$15.00
332 (Bluff)	\$10.00	\$20.00	\$25.00
337	\$17.50	\$35.00	\$50.00
339	\$17.50	\$35.00	\$50.00

Room	1-5 Hrs	5-10 Hrs	10-15 Hrs
340	\$5.00	\$10.00	\$15.00
342	\$5.00	\$10.00	\$15.00
Cellar	\$17.50	\$35.00	\$50.00
Computer Lab			
Port O'Call	\$17.50	\$35.00	\$50.00
TV Lounge			
Valhalla	\$75.00	\$150.00	\$225.00
Valhalla Stage	\$17.50	\$35.00	\$50.00
Valhalla A	\$42.50	\$85.00	\$125.00
Valhalla B	\$42.50	\$85.00	\$125.00
Ward Room	\$17.50	\$35.00	\$50.00

Category C

This group focuses on events sponsored by non-profits, governmental agencies, and political groups. Charges will be assessed for room rental, special services rendered (Ex: extra personnel), special set-up requests, technical support, equipment rental, and extended building hours. Groups in this category are as follows:

1. **Non-profit organizations** with a tax-exempt number.
2. **Official agencies of the State of Wisconsin and the Federal Government.**
3. **Political Groups/Functions** as defined by UW System Board Resolution #911, paragraph 3 (Drafted 12.6.84).

ROOM RENTAL RATES

Room	1-5 Hrs	5-10 Hrs	10-15 Hrs
257	\$20.00	\$40.00	\$50.00
259	\$35.00	\$70.00	\$100.00
263	\$10.00	\$20.00	\$30.00
326 (Timber)	\$20.00	\$40.00	\$50.00
327 (Quarry)	\$10.00	\$20.00	\$30.00
328 (Prairie)	\$10.00	\$20.00	\$30.00
329 (Depot)	\$10.00	\$20.00	\$30.00
330 (Coulee)	\$10.00	\$20.00	\$30.00
331 (Valley)	\$10.00	\$20.00	\$30.00
332 (Bluff)	\$20.00	\$40.00	\$50.00
337	\$35.00	\$70.00	\$100.00
339	\$35.00	\$70.00	\$100.00

Room	1-5 Hrs	5-10 Hrs	10-15 Hrs
340	\$10.00	\$20.00	\$30.00
342	\$10.00	\$20.00	\$30.00
Cellar	\$35.00	\$70.00	\$100.00
Computer Lab			
Port O'Call	\$35.00	\$70.00	\$100.00
TV Lounge			
Valhalla	\$150.00	\$300.00	\$450.00
Valhalla Stage	\$35.00	\$70.00	\$100.00
Valhalla A	\$85.00	\$170.00	\$250.00
Valhalla B	\$85.00	\$170.00	\$250.00
Ward Room	\$35.00	\$70.00	\$100.00

Category D

This group focuses on events sponsored by non-university individuals/groups and revenue-generating organizations. Charges will be assessed for room rental, special services rendered (EX: extra personnel), special set-up requests, technical support, equipment rental, and extended building hours. Sponsors must demonstrate that comparable facilities are not available in the community. All groups in this category must provide an explanation of the activity and purpose. All reservation requests require approval by the Director of Student Activities and Centers. Groups in this category are as follows:

1. **Commercial For-Profit Organizations.**
2. **Events sponsored by groups or individuals.** This includes non-university groups sponsoring events that are open to the public for the purpose of generating revenue.

ROOM RENTAL RATES

Room	1-5 Hrs	5-10 Hrs	10-15 Hrs		Room	1-5 Hrs	5-10 Hrs	10-15 Hrs
257	\$35.00	\$70.00	\$100.00		340	\$20.00	\$40.00	\$50.00
259	\$70.00	\$140.00	\$200.00		342	\$20.00	\$40.00	\$50.00
263	\$20.00	\$40.00	\$50.00		Cellar	\$70.00	\$140.00	\$200.00
326 (Timber)	\$35.00	\$70.00	\$100.00		Computer Lab			
327 (Quarry)	\$20.00	\$40.00	\$50.00		Port O'Call	\$70.00	\$140.00	\$200.00
328 (Prairie)	\$20.00	\$40.00	\$50.00		TV Lounge			
329 (Depot)	\$20.00	\$40.00	\$50.00		Valhalla	\$300.00	\$600.00	\$900.00
330 (Coulee)	\$20.00	\$40.00	\$50.00		Valhalla Stage	\$70.00	\$140.00	\$200.00
331 (Valley)	\$20.00	\$40.00	\$50.00		Valhalla A	\$170.00	\$340.00	\$500.00
332 (Bluff)	\$35.00	\$70.00	\$100.00		Valhalla B	\$170.00	\$340.00	\$500.00
337	\$70.00	\$140.00	\$200.00		Ward Room	\$70.00	\$140.00	\$200.00
339	\$70.00	\$140.00	\$200.00					

Category E

This group includes banquets and wedding receptions that request facility rental of the Valhalla ballroom. A \$150 rental fee will be charged. Groups that request the dance floor will be charged an additional \$75. Charges will be assessed for special services rendered (EX: extra personnel), special set-up requests, technical support, equipment rental, and extended building hours.

1. **Wedding Receptions.** Space will be reserved for people meeting at least one of the following criteria:
 - a. UW-L student;
 - b. UW-L alumni;
 - c. UW-L faculty/staff member and their son/daughter;
 - d. Employees of any contracted entities (i.e. Dining service).
2. **Banquets.** Space will be reserved for community organizations.

Event Support Services

Event Support Services has available four LCD projectors, three computers on carts for use throughout Cartwright Center, and a state-of-the-art PA system for both small and national entertainment acts. In addition, Event Support Services offers service outside of the traditional confines of the student center buildings (Cartwright and Whitney). This includes events held at the Clock Tower, outdoor campus events, the Hollywood Theater, Mitchell Hall, and Toland Theater in Center for the Arts, as well as local events at Viterbo, WWTC, and in the local community.

Production staff time will be billed in the following way:

Labor Rates By Category

Category A - \$7.00 per hour (Category A customers do not pay for the first 4 hours of labor for any event in Cartwright Center or Whitney Center. The full labor charge is assessed for all events outside of these locations.)

Category B - \$7.00 per hour

Category C - \$8.00 per hour

Category D - \$10.00 per hour

Category E - \$10.00 per hour

Note: Labor hours are figured by the total number of staff hours worked per event. Therefore, three production staff at four hours would be billed at 12 total hours.

Equipment charges

Due to the increasing demand for equipment that is expensive to both purchase and upkeep, modest charges will be assessed for most user categories. Rates were determined by researching other UW system universities, comparisons to area hotel conference facilities, and maintenance costs to keep the equipment running.

Equipment	Category A	Category B	Category C	Categories D & E
* Denotes Production Staff requirement. The rates listed below do not include any labor charges for production staff.				
*Audio System – A1	150.00	225.00	250.00	399.00
*Audio System – A2	150.00	225.00	250.00	399.00
*Audio System – A3	225.00	350.00	400.00	699.00
*Audio System – A Full	425.00	675.00	725.00	1,050.00
*Audio System – B1	125.00	175.00	200.00	250.00
*Audio System – C1	20.00	30.00	35.00	60.00
*Audio System – C2	10.00	20.00	25.00	40.00
*Audio System – C3	45.00	60.00	65.00	90.00
*Audio System DJ/Karaoke Systems – DJ1	40.00	50.00	55.00	80.00
*Audio System DJ/Karaoke Systems – DJ2	60.00	80.00	90.00	120.00
*Audio System – M (Monitor)	50.00	60.00	65.00	100.00
*Audio System – Valhalla House System	-	10.00	20.00	35.00
Audio System – All in-wall systems (Valhalla A &/or B, Port O' Call, Ward Room, 337, 339)	-	-	-	-
Bandshell	-	-	25.00	50.00
Boombox w/ CD	-	-	5.00	5.00
*Clearcom System – Valhalla only	-	-	15.00	30.00

Cassette Tapes (available from the book store)	-	-	-	-
Computer	-	10.00	15.00	25.00
Network Connection	-	-	10.00	15.00
Remote Mouse	-	5.00	10.00	15.00
Zip Drive	-	5.00	10.00	15.00
Dance Floor *No charge for Cat. A with help from organization.	*25.00	40.00	75.00	100.00
Easel	-	-	5.00	5.00
Flip Chart	-	-	5.00	5.00
Flip Chart W/ Dry Erase	-	-	5.00	5.00
Flip Chart Pad	15.00	15.00	15.00	15.00
*K2 Mixing Console – Upgrade for Midas board for use with the A series sound systems	50.00	60.00	65.00	100.00
Laser Pointer	-	-	5.00	5.00
LCD Multimedia Projector – includes VCR (less than 4 hrs.)	-	10.00	35.00	60.00
LCD Multimedia Projector – includes VCR (4+ hours)	-	15.00	60.00	100.00
*LCD Projector – Valhalla Ceiling Mount (less than 4 hours)	-	10.00	35.00	60.00
*LCD Projector – Valhalla Ceiling Mount (4+ hours)	-	15.00	60.00	100.00
*LCD Projector - outside the Centers' buildings	25.00	55.00	85.00	125.00
*Lights – Cellar stage lights	-	15.00	20.00	30.00
*Lights – Chars stage lights	-	10.00	15.00	25.00
*Lights – Tree	15.00	20.00	25.00	35.00
*Lights – Valhalla Stage	-	25.00	30.00	40.00
*Microphone: Lavalier Mic Valhalla only	-	5.00	15.00	25.00
*Microphone: Handheld Cordless 1 Valhalla only	-	5.00	15.00	25.00
*Microphone: Handheld Cordless 2 Valhalla only	-	5.00	15.00	25.00
Overhead Projector – High Density (Valhalla Only)	-	-	10.00	15.00
Overhead Projector	-	-	10.00	15.00
Piano (Upright)	-	-	-	-
Piano (Electric/Clavinova)	-	-	15.00	25.00
Piano (Baby Grand) – Valhalla stage only.	-	-	20.00	40.00
Piano Tuning	55.00	55.00	55.00	55.00
*Power Distribution Box (set up outside – includes labor charge)	25.00	25.00	30.00	35.00
*Press/Media Passive Splitter	-	-	10.00	20.00
Radios (Family Band - up to 4)	5.00	5.00	10.00	15.00
Slide Projector	-	-	10.00	15.00
Slide Projector with wireless remote (Includes Valhalla projector)	-	-	15.00	20.00
Staging (Trailer stage – 24' X 8')	125.00	125.00	125.00	150.00
*Staging (Trailer stage – 24' X 16') Outside rental subject to availability	200.00	200.00	200.00	250.00
Staging (4'X6') charged per section	-	-	5.00	10.00
Staging (4'X8') charged per section	-	-	5.00	10.00
Tape Deck (Marantz portable)	-	-	10.00	15.00
Telephone (Speaker)	-	-	5.00	10.00
TOA amp	-	-	10.00	15.00
TOA amp w/ 8 D batteries	7.00	7.00	15.00	20.00
TV/VCR	-	-	15.00	20.00
*VCR (SVHS) – Valhalla Only	-	-	15.00	20.00
Video Projector (Eiki) – includes VCR	-	5.00	15.00	20.00
Visualizer (Needs LCD projector to project image)	-	10.00	25.00	40.00