



# du Bois Center – Meeting Room & Audiovisual Equipment Rates

*Prices effective August 24, 2009*

Category	DAILY RATES per Category				Category	DAILY RATES per Category		
	I	II	III	IV		I	II & III	IV
<b>MEETING ROOMS</b>	<b>Half or Full-day</b>	<b>Half or Full-day</b>	<b>Half or Full-day</b>	<b>Half or Full-day</b>	<b>AUDIOVISUAL EQUIPMENT &amp; OTHER SERVICES</b>			
<b>Half Day = 4 hours or less, Full Day = more than 4 hours, NC = No Charge</b>								
Agassiz	NC or \$20	\$40 \$60	\$60 \$80	\$80 \$100	Video Projection Unit (VPU / LCD) (without computer or dvd/vcr player)	\$25/day	\$75/day	\$150/day
* Festival	NC or \$20	\$40 \$60	\$60 \$80	\$80 \$100	Laptop Computer (to be used with VPU / LCD)	\$15/day	\$25/day	\$50/day
Fremont	NC or \$20	\$40 \$60	\$60 \$80	\$80 \$100	DVD Player	NC	\$10/day	\$20/day
Humphreys	NC or \$20	\$40 \$60	\$60 \$80	\$80 \$100	Fax Transmission – Incoming/Outgoing	\$1/page	\$1/page	\$1/page
Meadows	NC or \$20	\$40 \$60	\$60 \$80	\$80 \$100	Flip Chart (extras) (2 pads affixed in each room – no charge)	\$15/pad	\$15/pad	\$15/pad
Southwest	NC or \$20	\$40 \$60	\$60 \$80	\$80 \$100	Microphone: Wireless Handheld or Lavalier	\$10/day	\$30/day	\$50/day
Room A	NC or \$20	\$40 \$60	\$60 \$80	\$80 \$100	Overhead Projector	NC	\$10/day	\$20/day
Room B	NC or \$20	\$30 \$50	\$40 \$60	\$50 \$70	Podium (Portable) with built-in sound	NC	\$10/day	\$20/day
Room C	NC or \$20	\$30 \$50	\$40 \$60	\$50 \$70	Poster Display Boards (One-time fee)	\$10/board	\$10/board	\$10/board
* Room 11	NC or \$20	\$40 \$60	\$60 \$80	\$80 \$100	Risers/Platforms (One-time fee)	\$25/riser	\$50/riser	\$75/riser
Ballroom (Includes basic microphone)	\$150 plus Labor	\$300 plus Labor	\$500 plus Labor	\$600 plus Labor	Sign Boards	\$5/board	\$5/board	\$5/board
* Peaks Dining (Includes basic microphone)	\$150 Plus Labor	\$300 plus Labor	\$500 plus Labor	\$600 plus Labor	Slide Projector	NC	\$15/day	\$30/day
Corridors A, B, C	NC	NC	NC	TBD	Speaker (Portable) with cord microphone	\$50/day	\$75/day	\$100/day
Meeting room Extra set	\$15/day	\$15/day	\$15/day	\$20/day	Speaker Phone	NC	\$10/day	\$10/day
Ballroom Extra set change	\$50/day	\$50/day	\$50/day	\$75/day	Sound System Fee for Ballroom or Peaks (Sure Mixer for CD Player/DVD/VCR/Laptop)	\$10/day	\$25/day	\$50/day
Outside Regular Hours (Staffing)	\$20/hour	\$20/hour	\$20/hour	\$20/hour	<ul style="list-style-type: none"> <li>➤ All Ticketed events must be reviewed by NAU Central Ticketing Office, contact 928-523-7187.</li> <li>➤ Food Service/Catering must be arranged through NAU Dining Services, 928-523-4981.</li> <li>➤ Parking Permits must be purchased through NAU Parking Services, 928-523-6623, or through the du Bois Center.</li> <li>➤ Charges for additional labor, equipment, electrical tie-in, property loss or damage, or any other expenses incurred relating to rental of facility will be billed to the user.</li> </ul>			
Student Labor	\$10 /hour /student	\$10/hour /student	\$10 /hour /student	\$10 /hour /student				
<p><b>*These rooms have limited scheduling during the academic year.</b>            If a room is needed for setup the day before your event, the room rate is 50% of the daily rate.</p> <p><b>Please refer to the 2<sup>nd</sup> page for category descriptions.</b></p> <ul style="list-style-type: none"> <li>◆ A reservation for the Ballroom can be put on hold for 30 days, after which a \$50 NON-REFUNDABLE deposit is required for Category 1 and a \$100 NON-REFUNDABLE deposit is required for all other Categories.</li> <li>◆ A “No Show” fee of \$25 will be assessed to groups that do not contact the du Bois Center prior to their cancellation.</li> </ul>								

# CATEGORY DESCRIPTIONS

## **CATEGORY I:**

**Northern Arizona University (NAU) registered/recognized student clubs, groups, organizations, and NAU Departments** – Conference, event, or meeting where only NAU faculty, staff, and students can attend. Student organized events must be approved through Student Life using their “Event/Activity Approval Request” form. If the event is longer than 2 hours, catering services are used, or a specific set is requested, groups may be subject to a labor charge.

## **CATEGORY II:**

**A: NAU Hosted** – Conference, event, or meeting initiated and organized by an NAU registered/recognized organization, group, and department. The attendees can include NAU and non-NAU participants. Included in this category are academic classes for special presentations, or weekly classes.

**B: NAU Sponsored** – Conference, event or meeting organized and planned by an off campus organization where an NAU registered/recognized organization/department will sponsor the outside entity. The NAU department or organization has an interest and/or purpose within the off campus organization. The attendees can include NAU and non-NAU participants. A Certificate of Liability Insurance may be required for this category.

***NOTE:** Category II.A. and II.B. events that generate revenue for respective department/group will be charged at the **Category III Rates.***

## **CATEGORY III:**

**Non-Profit/Academic** – Conference, event, or meeting planned and organized by government, professional, educational, religious, tax-exempt, associations, or tribal organizations. Proof of 501c3 status is required to qualify for this rate. A Certificate of Liability Insurance may be required for this category.

## **CATEGORY IV:**

**Commercial/Special Events** – Conference, event, or meeting planned and organized by an off campus organization/outside entity for profit. Also included are social, private, and special events such as wedding, wedding reception, family reunion, company party, etc. A Certificate of Liability Insurance is required for this category.