

# Missouri Student Unions Services and Equipment List

SERVICES	
Auditorium Catering Fee <i>If food or beverages are served in the auditorium or the adjoining foyers</i>	\$35.00
Cancellation Fee/No Show Fee   <i>Meeting rooms</i>	\$30.00
Cancellation Fee/No Show Fee   <i>Large rooms/ballrooms</i>	\$50.00
Candle Use Fee <i>If candles are utilized in meeting rooms, ballrooms and other Union spaces</i>	\$15.00
Catering Fee   <i>Departments who do not use a preferred caterer</i>	\$50.00
Cleaning/Property Damage	Based upon damage
Ethernet Hookup and First Day Service	\$50.00
Ethernet Hookup Additional Day	\$10.00
Large Room/Ballroom Fee <i>Stotler Lounge, Mark Twain, Benton Bingham Ballroom and 2206 AB&amp;C</i>	\$75.00
Late Request Convenience Charge <i>Any request made within 1 hour of event start time or after event start time. Multiple requests may incur additional charges.</i>	\$5.00/request
On-Site A/V Assistance   <i>Dependent on availability</i>	\$30/hour
On-Campus Overtime Fee   <i>After hours charge for access to Union spaces</i>	\$25.00/hour/room
Phone Line Use   <i>Not available in all rooms/locations</i>	\$20.00
Restroom/Facility Access <i>Use of facility for restrooms and other access when after hours. This does not include overtime rate.</i>	\$75.00/3 hour increments
Room Reset Fee Per Day   <i>Room setup outside of preset configurations</i>	\$25.00
Same day Reservation fee <i>Fee charged when meeting room is requested, booked &amp; utilized on the same day</i>	\$30.00
Same Day Reservation Fee <i>Fee charged when ballroom or large room is requested, booked &amp; utilized on the same day</i>	\$50.00
Storage Fee <i>Large room/ballroom only if space is available</i>	\$50.00
Storage Fee <i>Meeting rooms only if space is available</i>	\$25.00
EQUIPMENT TABLES	
Card Tables <i>36" square and 36" rounds available</i>	-
Hi-top/Cocktail Table <i>Dimensions: 30" round with adjustable height 36-42"</i>	\$10.00/each
STAGING/FLOORING	
Dance Floor (16'x20')	\$250.00
Portable Accessibility Ramp	-
Stage/Platforms (6'x8')   <i>Staging platforms are limited to specific areas</i>	\$15.00/secton
FIREPLACES	
Patio Grill   <i>Available for Tiger Terrace</i>	\$30.00
Stotler Lounge Fireplaces <i>2 available, one located on North wall, one located on South wall</i>	\$30.00/each
Tiger Terrace Fireplace	\$30.00

**KEY:** - means this item is available to rent upon request at no cost.

AUDIO/VISUAL EQUIPMENT CONTINUED	
Audio/Visual Cart <i>Cart only</i>	-
Bengal Lair Projector	\$30.00
Brady Commons LCD Projector <i>Requires Unions Administraion approval</i>	\$100 for 2 hours \$50 additional hours
Brady Commons Wireless Handheld Microphone <i>Requires unions Administration approval</i>	\$25.00
Extension Cord/Powerstrip	-
LCD Projector	\$15.00
Mac Adaptor   <i>HDMI/VGA available</i>	\$5.00
Microphone Stands	-
Microphone - Wired Handheld	\$15.00
Microphone - Wireless Lapel	\$20.00
Microphone - Wireless Handheld	\$20.00
Podium - Tabletop	\$5.00
Podium	\$10.00
Podium with Microphone System	\$25.00
Polycom Speakerphone <i>Long distance code not included</i>	\$25.00
Portable Anchor Soundsystem <i>Includes wireless mic lapel and speakers. Great for small events</i>	\$30.00
Portable Fender Music System <i>Includes CD player, 2 wireless mics and speakers. Great for large events</i>	\$50.00
Portable TV with HDMI connection	\$30.00
Premium Podium with Mic System <i>Features a built-in sound system and comes with a gooseneck mic &amp; wireless lapel mic</i>	\$45.00
Premium Portable Sound System <i>This sound system features 4 wireless microphones, 2 lapel microphones and can have a combination of 4 microphones in use at any given point</i>	\$80.00
Presentation Remotes <i>Wireless presenter to advance slides</i>	\$5.00
Projector Screen	-
Shack Projectors <i>2 available: one located on East wall, one located on West wall</i>	\$50.00/each
1/8 Auxiliary Cable	\$2.00

ADDITIONAL EQUIPMENT	
Coat Racks	\$5.00
Dry Erase Boards	-
Easel   <i>Black, gold and cork available</i>	\$3.00
Fern Floral Package <i>Includes 2 tall ferns and 2 short full ferns. Wonderful addition for podiums and platforms</i>	\$60.00
Flip Chart   <i>Includes stand, paper and markers</i>	\$35.00
Pipe and Drape <i>Drape is black and expands to 7'-12" in height and width</i>	\$40.00/each
Short Ferns   <i>Short, full ferns to dress up a podium or platform</i>	\$10.00/each
Stotler Lounge Piano   <i>Customer must tune, cannot remove from room</i>	-
Tall Ferns   <i>Tall ferns to dress up a podium or platform</i>	\$20.00/each
Trash Can	-
Tensa-barriers   <i>Great for crowd control and management (up to 10 tensa-barriers)</i>	\$1/each
Unions Logo Tent   <i>Availability is limited to location. 10'x10'</i>	\$20.00/each

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