

**Scheduling University Facilities for Non-Instructional Events**  
**Rates and Charges Schedule for Facilities and Equipment Services**  
(effective 7/1/11)

Note: All fees are daily fees unless specifically indicated.

Note: All rates & charges are subject to change without notice.

Note: Group will be charged repair or replacement costs if equipment is damaged or lost

<b>CATEGORY KEY</b>			
A	B	C	D
University departments, including Auxiliary Organizations, Recognized Student Organizations, and Employee Bargaining Units.	Community Colleges/Public School Districts	Organization using the University's facilities for charitable purposes (requires official agreement with University) and approved co-sponsored events coordinated by University departments	Co-sponsored events coordinated by University departments not approved for reduction of rent and MUR and all off-campus organizations

<b>I. CAMPUS FACILITIES</b>							
Description	Fee	Category				Comments	
		A	B	C	D		
Classrooms:							
Auditorium	\$300.00	N/A	50%	50%	100%	includes ACD 102, ARTS 240, MARK 125	
Classroom: Small ( 1-59 cap) & Conference rooms	\$100.00	N/A	50%	50%	100%	includes flagpole, lobby areas (excluding Arts 111 lobby), & music practice rooms	
Classroom: Medium (60-100 cap)	\$150.00	N/A	50%	50%	100%		
Computer labs	\$225.00	N/A	50%	50%	100%		
Theatre	\$350.00	N/A	50%	50%	100%	ARTS 101 & 111	
ARTS 111 lobby	\$150.00	N/A	50%	50%	100%	Arts Gallery	
Campus Roads	\$600.00	N/A	50%	50%	100%		
Library Reading Room		100%	100%	100%	100%	<b>*See Page 6*</b>	
Outside spaces (except for Forum Plaza & Kellogg Plaza)	\$175.00	N/A	50%	50%	100%		
Kellogg Plaza	\$350.00	N/A					
Forum Plaza	\$350.00	N/A	50%	50%	100%	based on 1200 capacity	
Dome (Interior)	\$300.00	N/A	50%	50%	100%		

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<b>I. CAMPUS FACILITIES &amp; LABOR</b>						
Description	Fee	Category				Comments
		A	B	C	D	
The McMahan House:						
Great Room (1-4 hours)	\$300.00	50%	50%	100%	100%	
Great Room (Per Additional Hr.)	\$50.00	50%	50%	100%	100%	
Library (1-4 hours)	\$200.00	50%	50%	100%	100%	
Library (Per Additional Hr.)	\$40.00	50%	50%	100%	100%	
Retreat Room (1-4 hours)	\$200.00	50%	50%	100%	100%	
Retreat Room (Per Additional Hr.)	\$40.00	50%	50%	100%	100%	
Tower Room (1-4 hours)	\$200.00	50%	50%	100%	100%	
Tower Room (Per Additional Hr.)	\$40.00	50%	50%	100%	100%	
Courtyard (1-4 hours)	\$300.00	50%	50%	100%	100%	
Courtyard (Per Additional Hr.)	\$50.00	50%	50%	100%	100%	
Commercial Films and Video	\$500.00	50%	50%	100%	100%	
Commercial Still Photography	\$500.00	50%	50%	100%	100%	
Film/Photo Cancellation	\$500.00	50%	50%	100%	100%	
Labor Rate - Event Planning (per hr)	\$50.00	50%	50%	100%	100%	
Cleaning Fee	\$75.00			100%	100%	

<b>II. CAMPUS EQUIPMENT</b>						
Description	Fee	Category				Comments
		A	B	C	D	
Existing Stage Rental Fee	\$25.00	100%	100%	100%	100%	Forum Plaza only
Stage (4'x8'x35" section)	\$15.00	100%	100%	100%	100%	
Stage Hand Rails – (4' sections)	\$3.00	100%	100%	100%	100%	
Stage Steps (3 steps w/rails)	\$10.00	100%	100%	100%	100%	
Power Cord	\$25.00	100%	100%	100%	100%	
6' Table	\$10.00	50%	100%	100%	100%	
8' Table	\$12.00	50%	100%	100%	100%	
30" Round Belly Tables	\$12.00	50%	100%	100%	100%	
60" Round Table	\$10.00	50%	100%	100%	100%	

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Chairs (black folding)		\$1.00	100%	100%	100%	100%	
Podium		\$20.00	100%	100%	100%	100%	
Mats		\$5.00	100%	100%	100%	100%	
Water Hose w/quick connect		\$20.00	100%	100%	100%	100%	
Trash Receptacles		\$5.00	100%	100%	100%	100%	
10 x 10 Pop Up w/Logo		\$60.00	100%	100%	100%	100%	
10 x 20 Pop Up w/Logo		\$80.00	100%	100%	100%	100%	
Silk Tree (7'-8')		\$26.00	100%	100%	100%	100%	
Silk Tree (5'-6')		\$18.00	100%	100%	100%	100%	
Palm Tree		\$18.00	100%	100%	100%	100%	
Silk Tree (4' twist)		\$15.00	100%	100%	100%	100%	
Table Top Arrangement		\$7.00	100%	100%	100%	100%	
Ferns in a basket		\$5.00	100%	100%	100%	100%	
Topiaries (3 pc set)		\$60.00	100%	100%	100%	100%	
Oval table top mirrors		\$1.00	100%	100%	100%	100%	Replacement cost of \$25 if lost or broken
Fire Marshall Approval		\$140.00	100%	100%	100%	100%	processing fee
Umbrella (with base)		\$15.00	100%	100%	100%	100%	
Umbrella (Extension arm)		\$25.00	100%	100%	100%	100%	
Fire Extinguisher		\$5.00	100%	100%	100%	100%	Replacement cost of \$25 if lost or broken
HVAC (per hour)		\$20.00	100%	100%	100%	100%	

<b>III. IITS - MEDIA SERVICES EQUIPMENT</b>							
Description		Fee	Category				Comments
			A	B	C	D	
<b>Video Gear</b>							
Small camcorder	Various	\$40.00	100%	100%	100%	100%	(\$120/week; \$296/month)
Tripod	Bogen / Manfrotto Tripod Legs (Chrome) with Pro Video Fluid Head	\$18.80	100%	100%	100%	100%	(\$56.40/wk.; \$139.12/mo.)
Pro Camcorder	Panasonic AG-DVX100A	\$185.65	100%	100%	100%	100%	(\$556.95/wk; \$1,373.81/mo.)

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Matte Box	CINETACTIONS MB145A 16:9 Soft DV Matte Box	\$25.30	100%	100%	100%	100%	(\$75.90/wk.; \$187.22/mo.)
Light Meter	Sekonic L-558 Dualmaster	\$25.00	100%	100%	100%	100%	(\$75/wk.; \$185/mo.)
<b>Audio Gear</b>							
Field Recorder (CD-ROM)	Marantz CDR-300	\$36.50	100%	100%	100%	100%	(\$109.50/wk.; \$270.10/mo.)
Field Recorder (Solid State)	Marantz PMD-670	\$35.00	100%	100%	100%	100%	(\$105/wk.; \$259/mo.)
Field Recorder (Solid State)	Marantz PMD-660	\$25.00	100%	100%	100%	100%	(\$75/wk.; \$185/mo.)
Mixer - 1/8" mini	Azden CAM-3	\$5.00	100%	100%	100%	100%	(\$10/wk.; \$40/mo.)
Mixer - XLR to 1/8" mini	Beachtek DXA-2S	\$8.50	100%	100%	100%	100%	(\$25.50/wk.; \$62.90/mo.)
Mixer - 4 channel	Rolls MX124	\$9.50	100%	100%	100%	100%	(\$28.50/wk.; \$70.30/mo.)
Pro Wireless Mic system	Sennheiser Evolution G2 100 Series	\$30.00	100%	100%	100%	100%	(\$90/wk.; \$222/mo.)
Standard Wireless Mic System	Azden WLX-PRO Camera Mountable VHF Wireless Lavalier	\$6.75	100%	100%	100%	100%	(\$20.25/wk.; \$49.95/mo.)
Standard Wireless Mic System	Azden WL/T-PRO 2 Channel VHF Body-Pack Transmitter with EX-503 Electret Condenser Lavalier	\$4.25	100%	100%	100%	100%	(\$12.75/wk.; \$31.45/mo.)
Standard Wireless Mic System	Azden WMS-PRO VHF Wireless Lavalier and Handheld	\$7.50	100%	100%	100%	100%	(\$22.50/wk.; \$55.50/mo.)
Shotgun Mic (XLR)	Azden SGM-1X	\$7.50	100%	100%	100%	100%	(\$22.50/wk.; \$55.50/mo.)
Shotgun Mic (1/8" mini)	Azden SGM-X	\$6.50	100%	100%	100%	100%	(\$19.50/wk.; \$48.10/mo.)
Pro Shotgun (short)	Sennheiser ME66/K6	\$35.00	100%	100%	100%	100%	(\$105/wk.; \$259/mo.)
Pro Shotgun (long)	Sennheiser ME67/K6	\$37.50	100%	100%	100%	100%	(\$112.50/wk.; \$277.50/mo.)
Microphone, handheld wired dynamic omni directional	Electro-voice 635N/D	\$6.00	100%	100%	100%	100%	(\$18/wk.; \$44.40/mo.)
Wired Lav (XLR)	Countryman EMW	\$10.00	100%	100%	100%	100%	(\$30/wk.; \$74/mo.)
Headphones	Sony MDR-7506	\$5.00	100%	100%	100%	100%	(\$15/wk.; \$37/mo.)
Slate	Image-2000 Professional Acrylic Production Slate	\$5.00	100%	100%	100%	100%	(\$10/wk.; \$40/mo.)
Boom Pole	Gitzo G-557C Sport 4-Section	\$9.25	100%	100%	100%	100%	(\$27.75/wk.; \$68.45/mo.)

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Boom Pole	Gitzo G-7680C Studex 6-Section	\$12.00	100%	100%	100%	100%	(\$36/wk.; \$88.80/mo.)
Phantom Power Supply	Rolls PB23	\$2.00	100%	100%	100%	100%	(\$6/wk.; \$14.80/mo.)

<b>III. IITS - MEDIA SERVICES EQUIPMENT</b>							
Description		Fee	Category				Comments
			A	B	C	D	
<b>Light Kits and Accessories</b>							
Large Light Kit	Lowel Action Tungsten 3 Light	\$47.50	100%	100%	100%	100%	(\$142.50/wk.; \$351.50/mo.)
Softbox	Westcott Run & Gun Softbox	\$12.50	100%	100%	100%	100%	(\$37.50/wk.; \$92.50/mo.)
Gel Kit		\$5.00	100%	100%	100%	100%	(\$10/wk.; \$40/mo.)
Medium Light Kit	Lowel GO Easy-V Tungsten Flood	\$25.00	100%	100%	100%	100%	(\$75/wk.; \$185/mo.)
Small Light Kit	Lowel GO Pro-Visions Tungsten	\$30.00	100%	100%	100%	100%	(\$90/wk.; \$222/mo.)
Small Light	LTM Pepper 100 Watt Fresnel	\$8.50	100%	100%	100%	100%	(\$25.50/wk.; \$62.90/mo.)
Light Stand (6')	Manfrotto 3330	\$5.00	100%	100%	100%	100%	(\$10/wk.; \$40/mo.)
Light Stand (9')	Manfrotto 3333	\$5.00	100%	100%	100%	100%	(\$10/wk.; \$40/mo.)
Light Stand (13')	Manfrotto 3364	\$7.00	100%	100%	100%	100%	(\$21/wk.; \$51.80/mo.)
Dimmer Control	Smith-Victor DC-1 Dimmer Control - 600W Maximum	\$5.00	100%	100%	100%	100%	(\$10/wk.; \$40/mo.)
Pony Clamps (2")		\$5.00	100%	100%	100%	100%	(\$10/wk.; \$40/mo.)
Drop Ceiling Scissor Clamp		\$5.00	100%	100%	100%	100%	(\$10/wk.; \$40/mo.)
Baby Plate		\$5.00	100%	100%	100%	100%	(\$10/wk.; \$40/mo.)
Tota Clamp		\$5.00	100%	100%	100%	100%	(\$10/wk.; \$40/mo.)
Clothespins (25-pack)		\$5.00	100%	100%	100%	100%	(\$10/wk.; \$40/mo.)
Small Reflector/Diffuser Kit	Westcott Illuminator Reflector Kit 6-in-1	\$5.00	100%	100%	100%	100%	(\$10/wk.; \$40/mo.)
Large Reflector/Diffuser Kit	Westcott Scrim Jim Frame/Panel Reflector Kit	\$18.50	100%	100%	100%	100%	(\$55.50/wk.; \$136.90/mo.)

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<b>III. IITS - MEDIA SERVICES EQUIPMENT</b>							
Description		Fee	Category				Comments
			A	B	C	D	
<b>Digital Photo Gear</b>							
Digital Camera	Sony Mavica MVC-CD500	\$27.50	100%	100%	100%	100%	(\$82.50/wk.; \$203.50/mo.)
AV technician fees (per hr)		\$47.00	100%	100%	100%	100%	

<b>IV. LIBRARY</b>							
Description		Fee	Category				Comments
			A	B	C	D	
<b>Reading Room Set-Up Fees</b>			100%	100%	100%	100%	
<b>Standard Set-up Style</b>		\$215.00	100%	100%	100%	100%	
<b>Reading Room Rental Rates</b>							
<b>0 - 4 hours</b>		\$60.00	100%	100%	100%	100%	
<b>4+ hours (same day)</b>		\$100.00	100%	100%	100%	100%	included in package rate on page one
<b>Reading Room AV Equipment Set-up Fees</b>							
AV equipment set-up		\$20.00	100%	100%	100%	100%	
Changed/late set-up fee		\$15-50	100%	100%	100%	100%	
Food related charges		\$20.00	100%	100%	100%	100%	For events with food in 2nd and 3rd floor conference rooms: charge is per meal
Library Staff: During library hours (hourly)		\$25.00	100%	100%	100%	100%	
Library Staff: Holidays, weekends, overtime, (hourly; 3-hr.min.)		\$37.50	100%	100%	100%	100%	
Property Clerk (hourly; after Library hours)		\$25.00	100%	100%	100%	100%	

<b>V. PARKING</b>							
Description		Fee	Category				Comments
			A	B	C	D	
Lot F - Special Event Area	Full Area - 150 spaces		\$245	\$245	\$390	\$390	Includes directional signs
	1/2 Area - 90 spaces		\$195	\$195	\$300	\$300	Includes directional signs
	1/4 Area - 60 spaces		\$165	\$165	\$250	\$250	Includes directional signs

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Lot B - Special Event Area	Full Area - 92 spaces		\$120	\$120	\$120	\$120	Includes 2 directional signs
	1/2 Area - 46 spaces		\$95	\$95	\$95	\$95	Includes 2 directional signs
	1/4 Area - 24 spaces		\$60	\$60	\$60	\$60	Includes 2 directional signs
Lot X (or Y or Z)	One of three lots		\$140	\$140	\$200	\$200	Non-Exclusive/No Signs/No Shuttle
Lot Y & Z (or X & Y)	two of three lots		\$250	\$250	\$375	\$375	Non-Exclusive/No Signs/No Shuttle
Lot X, Y, & Z	All three lots - 955 spaces		\$375	\$375	\$525	\$525	Non-Exclusive/No Signs/No Shuttle
Lot N - Special Event Area	100 spaces		\$205	\$205	\$310	\$310	Includes directional signs
Lot N	150 spaces		\$245	\$245	\$390	\$390	Includes directional signs, Non-Exclusive use
Lots L	24 spaces		\$100	\$100	\$150	\$150	Signs not included
Lots B,C,F,K,L, PSI (Mon-Fri)	M-F Non Exclusive Use		\$9	\$9	\$9	\$9	Per permit - Non- Exclusive Use/Permit Required
Lot B (weekends only)	473 spaces		\$400	\$400	\$600	\$600	Non-Exclusive
Lot C (weekends only)	567 spaces		\$400	\$400	\$600	\$600	Non-Exclusive
Lot F (weekends only)	1399 General spaces		\$600	\$600	\$800	\$800	Non-Exclusive
Lot J (weekends Only)	40 spaces		\$100	\$100	\$150	\$150	Non-Exclusive
Lot K (weekends only)	235 spaces		\$400	\$400	\$600	\$600	Non-Exclusive
PSI (weekends only)	1 Floor/Level		\$500	\$500	\$700	\$700	Per Floor-3rd floor and above/Non-Exclusive
	1605 General spaces		\$2,500	\$2,500	\$3,500	\$3,500	Complete Structure/Non-Exclusive
Lot E (weekends only)	291 F/S spaces		\$400	\$400	\$600	\$600	Non-Exclusive
Lot H (weekends only)	59 spaces		\$400	\$400	\$600	\$600	Non-Exclusive
Parking Directional Signs	Per sign		\$10	\$10	\$10	\$10	black ink on white paper
	Per sign		\$13	\$13	\$13	\$13	color ink on white paper
Bulk Rate Permits	50+ permits		\$7	\$7	\$7	\$7	Per Permit - Unscratched/less than 50 permits \$9.00 each - non-exclusive
Weekly Program Permit	UVA & Summer Conferences		\$25	\$25	\$25	\$25	
Daily Permit Charges			\$9	\$9	\$9	\$9	
Daily 24-hour permit			\$12	\$12	\$12	\$12	
Daily Convenience Permit			\$12	\$12	\$12	\$12	
Sponsored Guest Permit			NC/\$5	N/A	N/A	N/A	1st permit complimentary, additional
Vendor permit (monthly)			N/A	N/A	N/A	30/50	\$30 - General; \$50 - Service & General

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Reserved Space			\$20	\$20	N/A	N/A	
General Permit	Full rate if less than 48 business hours		\$9	\$9	\$9	\$9	Per Permit
Expedited Service	Less than 48 hours notice		25%	25%	25%	25%	Lot Reservations and Sign orders - add 25% of total order to final cost

**VI. UNIVERSITY POLICE** Use and cost dependent upon, but not limited to, type of event; headline - individual/group; anticipated number of attendees; student/faculty/staff/outside organization event; on/off campus advertising; whether alcohol served; cash/money collections; etc.

Description	Fee	Category				Comments
		A	B	C	D	
Lt./ Chief		\$85.00	\$85.00	\$85.00	\$85.00	
Sergeant (hourly rate)		\$65	\$65	\$85	\$85	
Police Officer (hourly rate)		\$60	\$60	\$78	\$78	
CSO (hourly rate)		\$25.00	\$25.00	\$25.00	\$25.00	
Dispatcher (hourly rate)		\$40.00	\$40.00	\$40.00	\$40.00	
Pedestrian barricades		\$2.00	\$2.00	\$2.00	\$2.00	per 7 foot section per day
Traffic cones		\$0.26	\$0.26	\$0.26	\$0.26	per cone per day

**VII. VPA - MEDIA SERVICES EQUIPMENT**

Description	Fee	Category				Comments
		A	B	C	D	
Hand Held Microphone (wired)	\$6.50	100%	100%	100%	100%	
Hand Held Microphone (wireless)	\$8.50	100%	100%	100%	100%	
Lavalier Microphone (wireless)	\$9.50	100%	100%	100%	100%	
Mic Stand	\$3.00	100%	100%	100%	100%	
Music Stand	\$3.00	100%	100%	100%	100%	
Audio Cable (various)	\$2.00	100%	100%	100%	100%	
DI Box	\$10.00	100%	100%	100%	100%	

**VII. VPA - MEDIA SERVICES EQUIPMENT & LABOR**

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Power Strip	\$5.00	100%	100%	100%	100%	
Power Extension Cord	\$4.00	100%	100%	100%	100%	
Behrenger 16 Channel Powered Mixer	\$20.00	100%	100%	100%	100%	
Yamaha PA Speaker	\$15.00	100%	100%	100%	100%	
In-Ear Monitor (wireless)	\$25.00	100%	100%	100%	100%	
Telex Communication System	\$10.00	100%	100%	100%	100%	
On-Stage Audio Monitor	\$15.00	100%	100%	100%	100%	
Drum Kit	\$30.00	100%	100%	100%	100%	
Guitar or Bass	\$15.00	100%	100%	100%	100%	
Labor Rate - VPA technician (per hr)	\$45.00	100%	100%	100%	100%	

<b>VIII. ATHLETICS</b>							Must be used for a softball related activity and/or a youth baseball activity.
Description	Fee	Category				Comments	
		A	B	C	D		
Softball Field	\$500.00	100%	100%	100%	100%	Includes field preparation	
Baseball Field	\$750.00	100%	100%	100%	100%	Includes field preparation	
Baseball/Softball Batting Cage	\$100.00	100%	100%	100%	100%	1-4 hours	
Field equipment	\$100.00	100%	100%	100%	100%		

<b>IX. FACILITY SERVICES - LABOR RATES</b>						
Description	Fee	Category				Comments
		A	B	C	D	
Labor Rate – Custodian (per hr)	\$27.00	100%	100%	100%	100%	
Labor Rate – Laborer (per hr)	\$36.00	100%	100%	100%	100%	
Labor Rate - Maintenance Mechanic (per hr)	\$53.00	100%	100%	100%	100%	
Labor Rate - Electrician (per hr)	\$53.00	100%	100%	100%	100%	
Labor Rate - Locksmith (per hr)	\$53.00	100%	100%	100%	100%	

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<b>X. KELLOGG LIBRARY VIDEO STUDIOS</b>		Costs related to studio use.					
Description	Fee	Category				Comments	
		A	B	C	D		
Studio A	\$250.00	N/A	50%	50%	100%	rates are per hour: 2 hr minimum	
Studio B	\$200.00	N/A	50%	50%	100%	rates are per hour: 2 hr minimum	
Standard Def camera	\$50.00	100%	100%	100%	100%	rates are per hour	
HD camera (ENG) with tripod	\$100.00	100%	100%	100%	100%	rates are per hour	
Teleprompter	\$20.00	100%	100%	100%	100%	rates are per hour	
Flourescent Kit (gaffer)	\$20.00	100%	100%	100%	100%	rates are per hour	
Flourescent Kit (diva)	\$15.00	100%	100%	100%	100%	rates are per hour	
Pipe and drape	\$3.00	100%	100%	100%	100%	rates are per linear foot with setup/strike	
Labor (setup, strike, training, operation)	\$100.00	100%	100%	100%	100%	rates are per hour, overtime may be required for nights/weekends	
Consumables (gels, construction materials, etc)	varies	100%	100%	100%	100%	material cost + 10%	