

Scheduling University Facilities for Non-Instructional Events
Rates and Charges Schedule for Facilities and Equipment Services
(effective 7/1/09)

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

CATEGORY KEY			
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

I. CAMPUS FACILITIES							
Description		Fee	Category				Comments
			A	B	C	D	
Classrooms:							
Auditorium		\$200.00	N/A	50%	50%	100%	includes ACD 102, ARTS 240, MARK 125
Classroom: Small (1-59 cap) & Conference rooms		\$70.00	N/A	50%	50%	100%	includes flagpole, lobby areas (excluding Arts 111 lobby), & music practice rooms
Classroom: Medium (60-100 cap)		\$100.00	N/A	50%	50%	100%	
Computer labs		\$150.00	N/A	50%	50%	100%	
Theatre		\$250.00	N/A	50%	50%	100%	ARTS 101 & 111
ARTS 111 lobby		\$100.00	N/A	50%	50%	100%	Arts Gallery
Campus Roads		\$515.00	N/A	50%	50%	100%	
Library Reading Room		\$350.00	100%	100%	100%	100%	(includes room rental, standard options for room set-up, & food related charges)
Outside spaces (except for Forum Plaza & flagpole)		\$125.00	N/A	50%	50%	100%	

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Description	Fee	Category				Comments	
		A	B	C	D		
Dome (Interior)	\$200.00	N/A	50%	50%	100%		
Forum Plaza	\$225.00	N/A	50%	50%	100%	based on 1200 capacity	
Commercial Films and Video (4 hour min)	\$500.00 min.	N/A	100%	100%	100%		
Commercial Still Photography (2 or more people-4hr min)	\$500.00 min.	N/A	100%	100%	100%		
Commercial Still Photography (1-2 people-4hr min)	\$250.00 min.	N/A	100%	100%	100%		
Film/Photo Cancellation	\$500.00	N/A	100%	100%	100%		
One stop coordination fee	20% of total bill	100%	100%	100%	100%		
Labor Rate - Event Planning (per hr)	\$50.00	100%	100%	100%	100%		
Cleaning Fee	\$75.00	100%	100%	100%	100%		

Note: Facility fees include a rental fee plus maintenance, upkeep & repair (MUR).

II. CAMPUS EQUIPMENT							
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%		
6' Table	\$8.00	50%	100%	100%	100%		
8' Table	\$9.00	50%	100%	100%	100%		
30" Round Belly Tables	\$11.00	50%	100%	100%	100%		
60" Round Table	\$9.00	50%	100%	100%	100%		
Chairs (black folding)	\$1.00	100%	100%	100%	100%		
Lattice Panels (6' X 3')	\$10.00	100%	100%	100%	100%		
Power Cord	\$25.00	100%	100%	100%	100%		
Podium	\$15.00	100%	100%	100%	100%		

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II. CAMPUS EQUIPMENT							
Description	Fee	Category				Comments	
		A	B	C	D		
Mats	\$3.00	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	\$50.00	100%	100%	100%	100%		
10 x 20 Pop Up w/Logo	\$65.00	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	
Dome Set Up – 1/2	\$150.00	100%	100%	100%	100%		
Dome Set Up – Full	\$275.00	100%	100%	100%	100%		
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%		
Fire Marshall Approval	\$140.00	100%	100%	100%	100%	processing fee	
Umbrella (with base)	\$10.00	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)	\$15.00	100%	100%	100%	100%		

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III. IITS - MEDIA SERVICES EQUIPMENT							
Description	Fee	Category				Comments	
		A	B	C	D		
Video Gear							
Small camcorder	Various	\$40.00	100%	100%	100%	100%	(\$120/week; \$296/month)
Shoulder-mount pro camcorder	Panasonic AG-DVC60	\$132.45	100%	100%	100%	100%	(\$397.35/week; \$980.13/mo.)
Pro Camcorder	Panasonic AG-DVX100A	\$185.65	100%	100%	100%	100%	(\$556.95/wk; \$1,373.81/mo.)
Tripod	Bogen / Manfrotto Tripod Legs (Chrome) with Pro Video Fluid Head	\$18.80	100%	100%	100%	100%	(\$56.40/wk.; \$139.12/mo.)
Field Monitor	NEBTEK NEB70 LI 7"	\$35.00	100%	100%	100%	100%	(\$105/wk.; \$259/mo.)
Matte Box	CINETACTICS 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.)
Audio Gear							
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.)

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Description	Fee	Category				Comments	
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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 dyn	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	Acrylic Production Slate	\$5.00	100%	100%	100%	100%	(\$10/wk.; \$40/mo.)
Boom Pole	Section	\$9.25	100%	100%	100%	100%	(\$27.75/wk.; \$68.45/mo.)
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.)
Light Kits and Accessories							
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.)

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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	Reflector Kit 6-in-1	\$5.00	100%	100%	100%	100%	(\$10/wk.; \$40/mo.)
Large Reflector/Diffuser Kit	Frame/Panel Reflector Kit	\$18.50	100%	100%	100%	100%	(\$55.50/wk.; \$136.90/mo.)
Digital Photo Gear							
Digital Camera	Sony Mavica MVC-CD500,	\$27.50	100%	100%	100%	100%	(\$82.50/wk.; \$203.50/mo.)
Remote Control Tripod	Sony VCT-D680RM	\$5.00	100%	100%	100%	100%	(\$10/wk.; \$40/mo.)

IV. LIBRARY							
Description		Fee	Category				Comments
			A	B	C	D	
Food related charge		\$20.00	100%	100%	100%	100%	For events with food in 2nd and 3rd floor conference rooms: charge is per meal
Reading Room Set-Up Fees							
Standard Set-up Style		\$215.00	100%	100%	100%	100%	
Reading Room Rental Rates							
0 - 4 hours		\$60.00	100%	100%	100%	100%	
4+ hours (same day)		\$100.00	100%	100%	100%	100%	one
Food related charges		\$35.00	100%	100%	100%	100%	Room includes use of catering kitchen
Community Service Officer (hourly; 3-hr. min on holidays,		\$15.00	100%	100%	100%	100%	
Library Staff Member during library hours (hourly)		\$25.00	100%	100%	100%	100%	

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IV. LIBRARY							
Description	Fee	Category				Comments	
		A	B	C	D		
Library Staff Member holidays, weekend, overtime (hourly; 3-	\$37.50	100%	100%	100%	100%		
Property Clerk (hourly; after Library hours)	\$25.00	100%	100%	100%	100%		
Reading Room AV Equipment Set-up Fees							
AV equipment set-up	\$20.00	100%	100%	100%	100%		
AV technician fees:							
During Library hours (hourly)	\$47.00	100%	100%	100%	100%		
Holidays, weekends, OT	\$69.33	100%	100%	100%	100%		
Changed/late set-up fee	\$15-50	100%	100%	100%	100%		

V. PARKING							
Description	Fee	Category				Comments	
		A	B	C	D		
Special Event Area in Lot F	Full Lot - 150 spaces	\$100	\$100	\$200	\$200	Requires attendant & signage	
	1/2 Lot - 90 spaces	\$75	\$75	\$150	\$150	Requires attendant & signage	
	1/4 Lot - 60 spaces	\$50	\$50	\$100	\$100	Requires attendant & signage	
	Attendant - hourly	N/A	\$35	\$35	\$35	for Group A (3 hour minimum	
	Signage	\$75	\$75	\$75	\$75	(\$10 per sign for off-campus)	
Lot Z		\$100	\$100	\$150	\$150		
Lot Y & Z		\$150	\$150	\$250	\$250		
Lot X, Y, & Z		\$250	\$250	\$350	\$350		
Lot F		\$500	\$500	\$700	\$700		
	Non-peak Days	\$250	\$250	\$350	\$350	Requires attendant & signage	
Lots B, C, K		\$300	\$300	\$500	\$500		
	Non-peak Days	\$150	\$150	\$250	\$250	Requires attendant & signage	
Lot E (weekends ONLY)		\$300	\$300	\$500	\$500		

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V. PARKING							
Description		Fee	Category				Comments
			A	B	C	D	
Lots L & J	Peak Days (M-F)		\$100	\$100	N/A	N/A	Requires attendant & signage
	Non-peak Days		\$50	\$50	\$100	\$100	Requires attendant & signage
	Signage		\$75	\$75	\$75	\$75	
	Attendant - hourly		\$35	\$35	\$35	\$35	1 hour complimentary attendant for Group A
Lot T	Non-peak Days		\$150	\$150	\$250	\$250	
	Peak Days (M-F)		\$250	\$250	\$300	\$300	of a Vice President or President
	Attendant - hourly		\$35	\$35	\$35	\$35	3 hour minimum required during non-peak hours
Weekly Program Permit	UVA & Summer Conferences		\$23	\$23	\$23	\$23	
Daily Permit Charges			\$9	\$9	\$9	\$9	Volume discounts available
Daily 24-hour permit			\$12	\$12	\$12	\$12	
Daily Convenience Permit			\$12	\$12	\$12	\$12	
Sponsored Guest Permit			\$0	N/A	N/A	N/A	
Reserved Space			\$20	\$20	N/A	N/A	
Parking Directional Signs			\$10	\$10	\$10	\$10	per sign
Vendor permit (monthly)			N/A	N/A	N/A	\$35	

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	
Sergeant (hourly rate)			\$55	\$55	\$75	\$75	
Police Officer (hourly rate)			\$50	\$50	\$68	\$68	
CSO (hourly rate)			\$15	\$15	\$15	\$15	
Dispatcher (hourly rate)			\$30	\$30	\$30	\$30	
Traffic cones			\$0.26	\$0.26	\$0.26	\$0.26	per cone per day

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VI. UNIVERSITY POLICE							
Description	Fee	Category				Comments	
		A	B	C	D		
Pedestrian barricades		\$2.00	\$2.00	\$2.00	\$2.00	per 7 foot section 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%		
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%		