



2009-2010 ACADEMIC YEAR FEES

LAFORTUNE STUDENT CENTER

MEETING ROOMS

There are no rental fees for student groups or campus departments using meeting rooms in LaFortune Student Center. A cancellation fee of \$50 will apply to reservations not canceled at least 48 hours before the event.

The following meeting rooms have in-room LCD projectors and screens. Users must provide their own laptop.

- Blue Room
- Dooley Room
- Montgomery Auditorium
- Notre Dame Room
- Student Activities Board Room

Telephones with free campus and local calling are available in the following meeting rooms:

- Blue Room
- Dooley Room
- Gold Room
- Notre Dame Room
- Student Activities Board Room

The following equipment is available free of charge in any LaFortune Student Center meeting room:

- Easel / Flipchart
- Podium
- Projection Screen
- LCD Projector *

* Please be advised that Mac users must provide their own adapter cable.

LAFORTUNE BALLROOM

There are no rental fees for student groups using the LaFortune Ballroom. The rental fee for campus departments is \$25 per hour from access time to exit time. A cancellation fee of \$100 will apply if not canceled at least 48 hours before the event.

Ballroom reservations include access to an in-room sound system. The sound system has the capability for:

- iPod/MP3 player (must provide own device)
- CD player
- Up to six microphones
- Podium with a microphone

Groups interested in having full-service technical support may contact Student Activities to discuss options and fees.

EQUIPMENT FOR OUTDOOR EVENTS

Student groups may rent equipment from Student Activities. Departments interested in renting equipment are encouraged to contact Denis Lindquist at 631-6423 for options.

For all equipment listed below, the student group is responsible for pick up (from LaFortune Student Center), setup, operation, cleanup and returning to LaFortune.

Portable PA system \$50
 Comes with one microphone, CD player and cable to connect your iPod.

MISCELLANEOUS EQUIPMENT *(Offered to student group-sponsored events.)*

Popcorn machine \$25 + supplies
 Serving size of 100 costs approximately \$50 in supplies.

SnoCone machine \$25 + supplies
 Group must provide own ice. Serving size of 100 costs approximately \$50 in supplies (plus ice).

Extension cords No Fee

Short-range, public walkie-talkies No Fee
(set of 4)

Race Kit (for approved campus runs) No Fee

Santa Claus suit No Fee

OTHER FACILITIES MANAGED BY STUDENT ACTIVITIES

STEPAN CENTER

There are no rental fees to student groups or campus departments using Stepan Center; however, fees from General Services may apply depending on setup. A cancellation fee of \$100 will apply if not canceled at least seven days before the event.

CREEK HOUSE

There are no rental fees to student groups. The rental fee for campus departments is \$50 for half day and \$100 for full day use. A cancellation fee of \$100 will apply if not canceled at least 48 hours before the event.