

Erb Memorial Union

PHONE: [541] 346-6000

FAX: [541] 346-6071

schedule@uoregon.edu

http://uoscheduling.uoregon.edu

Policies | Deadlines | Rates

OFF CAMPUS GROUPS

Located in the heart of campus, the Erb Memorial Union provides a number of high quality facilities ideal for conferences, training, seminars, lectures, receptions, workshops, banquets, dances, weddings and wedding receptions.

In addition to the EMU facilities, UO Scheduling & Event Services can facilitate your reservations in academic classrooms and other areas on campus.

More than anything, we want you to have a successful experience. Our staff is trained to assist you with every detail, providing event planning, state-of-the-art audio/visual equipment, lighting, staging and room set up. Contact us if you have any questions or concerns.

REQUESTING SPACE/EQUIPMENT

WHEN TO MAKE YOUR REQUEST

Major university events, such as commencements, are given first preference for scheduling. Non-university requests are considered when space is available.

Your event can be scheduled up to one year in advance. Make your request as soon as you know the event/meeting is happening. Space and equipment are reserved on a first come basis.

A \$100.00 NONREFUNDABLE DEPOSIT IS REQUIRED AT THE TIME YOUR TENTATIVE RESERVATION IS MADE. FULL PAYMENT IS REQUIRED 30 DAYS BEFORE YOUR CONFIRMED EVENT. IN CASE OF CANCELLATION, THE DEPOSIT IS NON-REFUNDABLE AND NON-TRANSFERRABLE.

COSTS

Your group will be charged for Room Rental, Event Services and equipment expenses necessary to facilitate your event.
SEE ATTACHED ROOM & EVENT SERVICES RATES FOR DETAILS

HOW TO MAKE A REQUEST

FIRST—CHECK TO SEE IF THE ROOM[s] AND DATE[s] YOU WANT ARE AVAILABLE

You can do this either on our website [UOSCHEDULING.UOREGON.EDU] or by calling our office [346-6062]

SECOND—GET THE FORM[s] YOU WILL NEED

ALL FORMS CAN BE DOWNLOADED FROM OUR WEBSITE

You will need:

- EVENT RESERVATION REQUEST
- ROOM & EVENT SERVICES REQUEST

Other forms you might need are:

- OUTDOOR SPACE REQUEST If you are requesting the Amphitheater, East Lawn or other outdoor space on campus.
- AMPLIFIED SOUND REQUEST If you want to have amplified sound in the Amphitheater or on East Lawn.
- CANDLE APPROVAL REQUEST If you want to have candles at your event.

THIRD—COMPLETE THE NECESSARY FORMS AND GET THEM TO US

Please make an appointment with us to review your request. Bring completed forms to this meeting. This will assure you that all your needs are being met and that we have all the necessary information to make your event a success.

REQUESTING SPACE/EQUIPMENT CONTINUED

CONFIRMING YOUR REQUEST

After we receive your request, you will be sent a reservation confirmation that will include a Res ID# and the status of your reservation: either confirmed or tentative.

YOUR RESERVATION CANNOT BE CONFIRMED UNTIL ALL OF THE SETUP AND EQUIPMENT INFORMATION IS FINALIZED.

If we do not receive all the needed information by the deadline date on your reservation confirmation, your reservation may be cancelled without notice.

If you need more time, please contact us immediately. We will do our very best to accommodate your needs. Late fees may apply.

IF YOU NEED TO MAKE A CHANGE

The individual who made the reservation must make any changes and will need the reservation Res ID# to do so.

ALL CHANGES TO YOUR RESERVATION MUST BE RECEIVED IN OUR OFFICE NO LATER THAN 12 NOON, 7 WORKING DAYS [MONDAY-FRIDAY] PRIOR TO YOUR EVENT.

Changes received after the 12 noon deadline but at least 48 hours prior to your confirmed reservation time may be accepted at the discretion of the UO Scheduling & Event Services liaison.

Changes received less than 48 hours prior to your confirmed reservation time may be accepted at the discretion of the UO Scheduling & Event Services liaison. Your group will be charged a 15.00 late fee.

IF YOU NEED TO CANCEL

The individual who made the reservation must make the cancellation and will need the reservation Res ID# to do so.

OUR OFFICE MUST RECEIVE YOUR RESERVATION CANCELLATION NO LATER THAN 48 HOURS PRIOR TO THE SET READY TIME LISTED ON YOUR CONFIRMED RESERVATION.

If we receive your cancellation less than 48 hours but at least 24 hours prior to the set ready time, your group will be charged 50% of all expenses/charges listed on your reservation.

If we receive your cancellation less than 24 hours prior to the set ready time, your group will be charged 100% of all expenses/charges listed on your reservation.

If you obtain equipment from an outside vendor through UO Scheduling & Event Services, your group is subject to the vendor's policies and is responsible for all expenses/charges incurred for this equipment.

POLICIES

ALCOHOL

All alcohol on campus must be provided and served by UO Catering at 346-4303.

AMPLIFIED SOUND

The use of amplified sound in an outdoor space will be approved on an individual basis. Amplified sound must not disrupt or interfere with classes. An Amplified Sound Request is required.

CANDLES/SMOKE MACHINES

Neither open flames nor smoke are permitted. Some candles with enclosed flames are permitted. A sample candle and holder must be submitted to our office for approval. A Candle Approval Request is required 15 working days prior to your event.

CLASSROOMS

Your group may be charged for a classroom custodian if clean up requires more than normal custodial services.

DECORATIONS

Please contact our office to discuss your decorations.

EVENT SECURITY

Certain events will require security. This will be determined on an individual basis by the UO Scheduling & Event Services Director. Security costs are the responsibility of the sponsoring group.

EVENT SERVICES STAFF

Event Services Staff is required: for the delivery/setup/operation/takedown/pickup of complex equipment/systems; for larger functions held in the EMU; and for functions held in the Amphitheater, Ballroom, East Lawn, Fishbowl, Fountain Court, Gerlinger Alumni Lounge and South Dining Room.

FISHBOWL, FOUNTAIN COURT AND SOUTH DINING ROOM

These spaces are available only on Friday/Saturday from 5pm-2am. Additional charges apply for events ending after the building closes. SEE EXTENDED/HOLIDAY BUILDING HOURS RATES FOR DETAILS.

FOOD

Only UO Catering [346-4304] may be used to provide food or beverage for campus events [with the exception of Cultural Dinners]. On rare occasions, outside catering maybe used. UO Catering must approve this exception and a Catering Waiver Letter of Agreement is required.

GERLINGER ALUMNI LOUNGE

Due to the antique furnishings in the Gerlinger Lounge, no dancing is permitted. Large furniture, including the piano and rugs, cannot be moved.

Your group is responsible for removing personal items and straightening up Gerlinger Lounge after your event. You should plan on from 15 to 30 minutes for this.

Events in the Gerlinger Lounge must end no later than 12:00 midnight.

GUEST CARDS

Campus Cash debit cards, which can be used at various locations on campus, are available for guests visiting the university. Contact our office for more details.

GROUP LIABILITY

Any damage occurring the use of a university facility is the responsibility of the group confirming the reservation. A certificate of liability insurance is required before confirmation of your event.

OUTDOOR SPACE

Requests for the use of outdoor space will be handled on an individual basis and are subject to restrictions necessary to prevent conflict with previously scheduled classes and events/meetings in the EMU. An Outdoor Space Request is required.

PARKING

Some metered parking is available on the streets. A one-day visitor permit to park in a faculty-staff parking lot can be obtained through the Department of Public Safety at 346-5447. The lot adjacent to the EMU [Lot 29A] may be reserved for special events through Public Safety. A charged is assessed for this service. Parking attendants for Lot 29A may be scheduled through our office after the lot has been reserved through Public Safety.

ROOM CAPACITY

Fire Code restrictions require that room capacities are not exceeded, that room setups have aisles and that there is no obstruction of exits, stairways or aisles.

Erb Memorial Union

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WEB: uoscheduling.uoregon.edu
schedule@darkwing.uoregon.edu

Room Rates

OFF CAMPUS

In addition to room rental, your group will be charged for UO Event Services staff and equipment expenses necessary to facilitate your event.

SEE EVENT SERVICES STAFF HOURLY RATES AND EQUIPMENT RATES FOR DETAILS.

GERLINGER ALUMNI LOUNGE

Any use of Gerlinger Alumni Lounge requires staff for supervisor, custodial services and setup/takedown. All organizations will be charged for these services. SEE GERLINGER PACKAGE RATES FOR DETAILS.

CLASSROOMS

Your group may be charged for classroom custodian if clean-up requires more than normal custodial services.

MEETING ROOMS/CLASSROOMS

Rental is based on room capacity.

1-50	80.00
51-150	130.00
151-200	250.00
201-525	350.00

OTHER EMU ROOMS/SPACES

Ballroom	600.00
Fishbowl	250.00
Fountain Courtyard	150.00
International Lounge	130.00
Skylight	CONTACT UO SCHEDULING
South Dining Room	250.00
Taylor Lounge	130.00

OUTDOOR SPACES

Amphitheater	600.00
East Lawn	600.00
Other Campus Locations	CONTACT UO SCHEDULING

TECHNICAL PACKAGES

Unless otherwise noted, packages include: delivery/pickup/setup/takedown and equipment as specified and rates are per day. Each 24-hour period or portion thereof is counted as one day.

For packages requiring Event Services Staff to operate equipment, see EVENT SERVICES STAFF HOURLY RATES AND OTHER SETUP/TAKEDOWN RATES for additional charges.

THESE PACKAGE PRICES ARE BASED ON SETUP OF EQUIPMENT AT A SINGLE LOCATION. SETUPS IN MULTIPLE LOCATIONS OR A COMBINATION OF SEVERAL PACKAGES MAY NECESSITATE ADDITIONAL HOURLY STAFF CHARGES.

AUDIO/VISUAL PACKAGES

UNLESS OTHERWISE INDICATED, RATES ARE PER DAY. EACH 24-HOUR PERIOD OR PORTION THEREOF IS COUNTED AS ONE DAY.

PACKAGES INCLUDE ANY ITEMS LISTED UNDER **AUDIO/VISUAL EQUIPMENT** [SEE EQUIPMENT RATES]

- BASIC AV PACKAGE—UP TO 4 ITEMS 70.00
- INTERMEDIATE AV PACKAGE—UP TO 8 ITEMS 105.00
- LARGE AV PACKAGE—UP TO 12 ITEMS 142.00

SOUND REINFORCEMENT PACKAGES

UNLESS OTHERWISE INDICATED, RATES ARE PER DAY. EACH 24-HOUR PERIOD OR PORTION THEREOF IS COUNTED AS ONE DAY.

- **BASIC SOUND REINFORCEMENT SYSTEM** 65.00
Includes up to 4 wired microphones with stands, mixer/amp. & up to 2 speakers.
This tier includes the Lectern with built-in sound, Gumwood & Fir Room built-in sound systems.
- **INTERMEDIATE SOUND REINFORCEMENT SYSTEM [EQUIPMENT ONLY]** 90.00
Includes up to 8 wired microphones with stands, 2 D.I. boxes, mixer/amp, 2 main speakers, 2 monitor speakers, cassette and/or CD player & 1 wireless mic.
[subject to availability]
TYPICALLY REQUIRES 2 EVENT SERVICES STAFF TO SET UP, OPERATE AND TAKE DOWN.
PRICE DOES NOT INCLUDE STAFF LABOR.
- **LARGE SOUND REINFORCEMENT SYSTEM [EQUIPMENT ONLY]** 350.00
Includes unlimited wired microphones with stands, D.I. boxes, 16/24-channel mixer, processing equipment [equalizers/compressors/effects], 2 main speakers, 2 subwoofers, 4 monitor speakers, appropriate amplifiers, CD+Cassette Rack & 3+ wireless mics.[subject to availability]
TYPICALLY REQUIRES 3 EVENT SERVICES STAFF TO SET UP, OPERATE AND TAKE DOWN.
PRICE DOES NOT INCLUDE STAFF LABOR.

PORTABLE LIGHTING PACKAGES

UNLESS OTHERWISE INDICATED, RATES ARE PER DAY. EACH 24-HOUR PERIOD OR PORTION THEREOF IS COUNTED AS ONE DAY.

- **BASIC LIGHTING SYSTEM** 65.00
Includes up to 4 Par cans with gels, 2 stands, dimmer packs and control console.
- **INTERMEDIATE LIGHTING SYSTEM [EQUIPMENT ONLY]** 100.00
Includes up to 6 Par cans with gels, 2 stands, dimmer packs and control console. Also includes choice of effects lighting—small mirror ball with pin spot, multicolor rotating beam light or strobe light.
TYPICALLY REQUIRES 2 EVENT SERVICES STAFF TO SET UP, OPERATE AND TAKE DOWN.
PRICE DOES NOT INCLUDE STAFF LABOR.
- **LARGE LIGHTING SYSTEM [EQUIPMENT ONLY]** 120.00
Includes up to 8 Par cans with gels, 3 stands, dimmer packs and control console. Also includes small mirror ball with pin spot, multicolor rotating beam light and strobe light.
TYPICALLY REQUIRES 2 EVENT SERVICES STAFF TO SET UP, OPERATE AND TAKE DOWN.
PRICE DOES NOT INCLUDE STAFF LABOR.

BALLROOM AREA PACKAGES

Unless otherwise noted, packages include: setup/takedown, equipment as specified and Event Services Staff time. Event Services Staff must operate all equipment.

ADDITIONAL CHARGES WILL BE ASSESSED FOR ANYTHING IN EXCESS OF A PARTICULAR PACKAGE [E.G. USE OF THE SPACE FOR MORE THAN THE TIME INDICATED, ADDITIONAL EQUIPMENT OR SPECIAL STAFFING REQUESTS].

- **LECTURE** —use of space for up to 4 hour 1700.00
Includes maximum row seating in Ballroom/Gumwood/Maple/Oak, setup in Ballroom Lobby, use of Green Room, built-in sound system for area, CD/cassette playback, up to 6 wired and 1 wireless microphone, general room and stage lighting, choice of either LCD/video projector or Basic AV Package, use of room's screen, technical/support crew and building monitors.
- **BANQUET** —use of space for up to 4 hours 1900.00
Includes setup of Ballroom/Gumwood/Maple/Oak/Ballroom Lobby to sponsor's specifications, use of Green Room, built-in sound system for area, CD/cassette playback, up to 6 wired and 1 wireless microphone, special room lighting, choice of either LCD/video projector or Basic AV Package, use of room's screen, technical/support crew and building monitors.
- **DANCE**—use of space for up to 8 hours 2300.00
Includes setup of Ballroom/Gumwood/Maple/Oak/Ballroom Lobby to sponsor's specifications, use of Green Room, large sound reinforcement system [see description on preceding page] for area, special stage and room lighting set up to sponsor's specifications, technical/support crew and building monitors.
- **WEDDING/RECEPTION**—use of space for up to 8 hours 2550.00
Includes setup of Ballroom/Gumwood/Maple/Oak/Ballroom Lobby to sponsor's specifications, use of Green Room, built-in sound system for area, CD/cassette playback, up to 6 wired and 1 wireless microphone, special stage and room lighting set up to sponsor's specifications, 1 follow spot, choice of either LCD/video projector or Basic AV Package, use of room's screen, technical/support crew and building monitors.
- **PERFORMANCE/MUSICAL EVENT**—use of space for up to 12 hours 2650.00
Includes setup of Ballroom/Gumwood/Maple/Oak/Ballroom Lobby to sponsor's specifications, use of Green Room, use of three-phase power service, large sound reinforcement system [see description on preceding page] for area, special stage and room lighting set up to sponsor's specifications, 2 follow spots, choice of either LCD/video projector or Basic AV Package, use of room's screen, technical/support crew and building monitors.
- **CONFERENCE** CONSULT WITH UO SCHEDULING FOR A PRICE QUOTE
Because of the many variables associated with any conference, there is no set package rate. Consult with UO Scheduling and Event Services for a price quote.

OTHER SETUP/ TAKEDOWN RATES

STANDARD SETUPS & TAKEDOWNS

- Minimum Setup/Takedown Charge—1 staff/crew @ 2 hours 41.00

BALLROOM AREA

- Minimum Setup Charge for Any Ballroom Use 210.00
- Lecture—Row Seating for 600 210.00
- Lecture—Row Seating for 750 [MAXIMUM] 210.00
- Lecture—Row Seating + adjacent spaces [MAPLE/OAK/BALLROOM LOBBY] 300.00
- Banquet Seating for 100 210.00
- Banquet Seating for 200 210.00
- Banquet Seating for 300 210.00
- Banquet Seating for 300 + adjacent spaces [MAPLE/OAK/BALLROOM LOBBY] 300.00
- Conference/Classroom Setup—35 tables & 70 chairs 210.00
- Conference/Classroom Setup—60 tables & 120+ chairs 210.00
- Conference/Classroom Setup—90 tables & 180+ chairs 320.00
- Conference/Fair Setup—135 tables & 250+ chairs 400.00
- Addition of Green Room for event [CLEAN/RESET] 41.00
- Piano Tuning [ADVANCE NOTICE OF 15 BUSINESS DAYS REQUIRED] 65.00–85.00

CONCOURSE/LOBBY AREAS

- 1–12 Tables 41.00
- 13–16 Tables 74.00
- 17–25 Tables 111.00
- 35 Tables Maximum [INCLUDES MAIN LOBBY AND CONCOURSE TOGETHER] 150.00

SKYLIGHT

- Banquet Food Service—setup & takedown of 8 tables 74.00
- Larger Setup in Skylight Area 150.00

INTERNATIONAL LOUNGE & TAYLOR LOUNGE

- Simple Setup—row seating 41.00
- Complex Setups—tables/chairs; moving furniture 74.00

SICO STAGE UNITS & RAMPS

- 1–3 Stage Units 41.00
- 4–10 Stage Units 74.00
- ADA Ramp for Stage Unit[s] 74.00

CANOPIES

Canopies always require Event Services personnel to set up and take down. Fees include periodic cleaning.

Canopies can be delivered to and set up at any outdoor area on the U of O Campus.

Canopies set up at the **Amphitheater or East Lawn only** include up to 6 tables and 12 chairs at no extra cost.

PRICE INCLUDES RENTAL AND STAFF LABOR.

- One 20 x 20' 320.00
- Two 20 x 20' 520.00
- Three 20 x 20' 710.00

EQUIPMENT RATES

These are the **per-unit** cost rates for technical equipment. Consult Event Services for special arrangements and rates applicable to large conferences and multiple room use.

UNLESS OTHERWISE INDICATED, RATES ARE PER DAY. EACH 24-HOUR PERIOD OR PORTION THEREOF IS COUNTED AS ONE DAY.

AUDIO/VISUAL EQUIPMENT

UNLESS OTHERWISE INDICATED, RATES ARE PER DAY. EACH 24-HOUR PERIOD OR PORTION THEREOF IS COUNTED AS ONE DAY.

▪ VCR [1/2" VHS]	10.50
▪ Television [27", 25" OR 20" ON MOBILE CART]	12.00
▪ 13" Portable TV/VCR/Radio Combo Unit	18.00
▪ DVD Player [ALSO PLAYS VCD'S & CD'S]	18.00
▪ Overhead (Transparency) Projector	9.00
▪ Slide Projector [INCLUDES 80-SLIDE TRAY, WIRED REMOTE WITH 25' EXTENSION]	15.00
▪ Dissolve Unit or Automatic Timer For Slide Projector[s]	9.00
▪ 80 or 140-Slide Tray, Remote Control or 25' Remote Extension only	4.00
▪ Wireless Slide Projector Remote Control	18.00
▪ Light Pointer [laser, LED or flashlight-type]	6.00
▪ 4' x 4' Tripod Screen	6.00
▪ 6' x 6' Tripod Screen	9.00
▪ 8' x 8' Tripod Screen	15.00
▪ 10' x 10' Cradle Screen	22.00
▪ 12' x 12' Cradle Screen	27.00
▪ Easel with Pad & 2 Markers	9.00
▪ Easel Only	6.00
▪ Portable Cassette Recorder [PRO; WITH BUILT-IN MICROPHONE & SPEAKER]	15.00
▪ Stereo Cassette Deck [COMPONENT-TYPE]	12.00
▪ CD/Cassette Boom Box	12.00
▪ CD Player or 5-Disc Changer	12.00
▪ Distribution Amp. [1-IN; 6-OUT: FOR PRESS CONFERENCES, MEDIA FEEDS, ETC.]	12.00
▪ AC Extension Cord or Power Box only [NORMALLY PROVIDED WITH EQUIP.]	5.00
▪ Equipment Cart or Projector Stand only [NORMALLY PROVIDED WITH EQUIP.]	6.00

SPECIAL EQUIPMENT

UNLESS OTHERWISE INDICATED, RATES ARE PER DAY. EACH 24-HOUR PERIOD OR PORTION THEREOF IS COUNTED AS ONE DAY.

CUSTOMERS SUPPLYING THEIR OWN COMPUTERS ARE RESPONSIBLE FOR HAVING THE PROPER HARDWARE, SOFTWARE AND OPERATING KNOWLEDGE FOR THE SYSTEM.

▪ VHS Camcorder [WITH TRIPOD, IF NEEDED]	40.00
▪ Multi-Standard 1/2" VHS VCR [FOR PAL, SECAM TAPE PLAYBACK]	35.00*
▪ LCD Video/Computer Projector [WITH VCR OR DVD PLAYER, IF NEEDED]	60.00*
▪ Digital Camera [DOES NOT INCLUDE OUTPUT MEDIA]	50.00*
▪ Computer—Notebook/Powerbook [DOES NOT INCLUDE OUTPUT MEDIA]	70.00*

*REQUIRES EVENT SERVICES STAFF TO SET UP, OPERATE AND TAKE DOWN. PRICE DOES NOT INCLUDE STAFF LABOR.

SOUND/REINFORCEMENT EQUIPMENT

UNLESS OTHERWISE INDICATED, RATES ARE PER DAY. EACH 24-HOUR PERIOD OR PORTION THEREOF IS COUNTED AS ONE DAY.

▪ DAT Recorder/Player [PRO COMPONENT-TYPE]	60.00*
▪ CD/Cassette Rack [2 CD PLAYERS & DUAL CASSETTE DECK: RACK-MOUNTED]	25.00
▪ Lectern with Built-in Sound System [INCLUDES 1 MICROPHONE]	30.00
▪ Fir or Gumwood Room Built-in Sound System [INCLUDES UP TO 4 MICROPHONES] ..	30.00

*REQUIRES EVENT SERVICES STAFF TO SET UP, OPERATE AND TAKE DOWN. PRICE DOES NOT INCLUDE STAFF LABOR.

EQUIPMENT RATES continued

SOUND/REINFORCEMENT EQUIPMENT continued

▪ Wired Microphone with Cord and/or Stand	10.00
▪ Wireless Microphone [hand-held or lavalier/clip-on style]	25.00
▪ Direct Input [D.I.] Box	10.00
▪ Mixer / Powered Mixer	30.00
▪ Equalizer / Compressor / Effects Unit	15.00
▪ Power Amplifier	30.00
▪ Main or Monitor Speaker	15.00

BALLROOM EQUIPMENT

UNLESS OTHERWISE INDICATED, RATES ARE PER DAY. EACH 24-HOUR PERIOD OR PORTION THEREOF IS COUNTED AS ONE DAY.

ALL BALLROOM EQUIPMENT REQUIRES EVENT SERVICES STAFF TO SET UP, OPERATE AND TAKE DOWN. PRICE DOES NOT INCLUDE STAFF LABOR.

▪ Built-in Sound System [INCLUDES UP TO 8 WIRED MICS., CD/TAPE PLAYBACK]	60.00
▪ Lecture Lighting	20.00
▪ Banquet Lighting	35.00
▪ Dance Lighting	55.00
▪ Concert/Stage/Special Lighting	100.00
▪ Follow Spot	35.00
▪ Three-Phase AC Power for User-Provided Equipment	50.00

OTHER LIGHTING EQUIPMENT

UNLESS OTHERWISE INDICATED, RATES ARE PER DAY. EACH 24-HOUR PERIOD OR PORTION THEREOF IS COUNTED AS ONE DAY.

▪ Portable Dimmer Pack	15.00
▪ PAR 64 or Other Lighting Instrument	8.00
▪ Flashlight/Reading Light/Music Stand Light	6.00
▪ Strobe or Effects Light	15.00
▪ Mirror Ball [WITH PINSPOTS, IF NEEDED]	15.00

MISCELLANEOUS EQUIPMENT & SERVICES

UNLESS OTHERWISE INDICATED, RATES ARE PER DAY. EACH 24-HOUR PERIOD OR PORTION THEREOF IS COUNTED AS ONE DAY.

▪ Telescoping Stand for Speakers or Lighting Equipment	8.00
▪ Telephone, Speaker-Phone or Phone Line	15.00
▪ Internet Connection	10.00
▪ Audio Tape Duplication PER TAPE-HOUR	10.00*
▪ Videotape Duplication PER TAPE-HOUR	15.00*

*REQUIRES EVENT SERVICES STAFF TO SET UP, OPERATE AND TAKE DOWN. PRICE DOES NOT INCLUDE STAFF LABOR OR COST OF TAPE.

EXPENDABLES

▪ Paper Pads for Easels—27 x 34"	12.50 each
▪ Standard-Grade Audio Cassettes—60/90-Minute	2.00 each
▪ High-Grade Audio Cassettes—60/90-Minute	2.50 each
▪ DAT Cassettes—120-Minute	3.50 each
▪ Standard-Grade Videocassettes—10/15/30/60/90/120-Minute	4.00 each
▪ High-Grade Videocassettes—60/120/160-Minute	7.50 each
▪ Roll of Posting Tape—3/4" wide	3.50 each
▪ Roll of Gaffer Tape—2" x 60 yd. [BLACK, GRAY, WHITE]	16.00 each

MISCELLANEOUS

▪ Tablecloths/Skirting	contact UO Catering [346-4303]
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EVENT SERVICES STAFF HOURLY RATES

Event Services Staff is **required** for:

- delivery/setup/operation/takedown/pickup of complex equipment/systems
- larger functions held in the EMU
- functions held in the following spaces:
 - Amphitheater
 - Ballroom
 - East Lawn
 - Fishbowl*
 - Fountain Court*
 - South Dining Room*

*AVAILABLE ONLY ON FRIDAY/SATURDAY FROM 5PM-2AM. ADDITIONAL CHARGES APPLY FOR EVENTS ENDING AFTER THE BUILDING CLOSSES.

THE BALLROOM AND INDIVIDUAL AREAS USED BEYOND NORMAL EMU OPERATING HOURS REQUIRE AN EVENT SERVICES AREA SUPERVISOR AND MAY ALSO REQUIRE EVENT SERVICES MONITORS.

- Event Services Staff/Technician/Monitor 16.50 per hour
- Event Services Staff/Technician/Monitor OVERTIME 24.75 per hour*
- Event Services Staff Leader/Area Supervisor 20.50 per hour
- Event Services Staff Leader/Area Supervisor OVERTIME 31.00 per hour*
- Technical/Specialized Equipment Installation or Repair 35.00 per hour

*OVERTIME WILL BE CHARGED FOR ANY PERSONNEL WORKING OVER 8 HOURS IN A SINGLE DAY FOR A PARTICULAR EVENT.

EXTENDED/HOLIDAY BUILDING HOURS RATES

FOR EVENTS REQUIRING MULTIPLE AREAS IN THE EMU TO BE OPEN BEYOND NORMAL OPERATING HOURS OR ON A LEGAL HOLIDAY. THESE RATES ARE IN ADDITION TO ANY EVENT SERVICES STAFF THAT MAY BE REQUIRED.

- Extended Building Hours 40.00 per hour
- Holiday Building Hours 100.00 per hour

GERLINGER ALUMNI LOUNGE RATES

Unless otherwise noted, packages include: setup/takedown, equipment as specified, and Gerlinger Staff time. Event Services staff must operate all equipment.

ADDITIONAL CHARGES WILL BE ASSESSED FOR ANYTHING IN EXCESS OF A PARTICULAR PACKAGE [E.G. USE OF THE SPACE FOR MORE THAN THE TIME INDICATED, ADDITIONAL EQUIPMENT OR SPECIAL STAFFING REQUESTS, TIME FOR CATERING TO SETUP, ETC.]. SMALL GROUPS HAVE ATTENDANCE BETWEEN 1-79 GUESTS AND LARGE GRUOPS HAVE ATTENDACE BETWEEN 80-126 GUESTS.

- **SIMPLE MEETING (SMALL)** --use of space for up to 2 hours (SMALL) 350.00
 (LARGE) 450.00
 Includes setup of row seating for up to 79 people, lectern with microphone, and Gerlinger supervisor and monitors.
- **LUNCHEON (SMALL)** --use of space for up to 2 hours (SMALL) 400.00
 (LARGE) 500.00
 Includes setup of round or square tables for up to 80-125 people, lectern with microphone, Gerlinger supervisor and monitor, and time for catering to setup.
- **LECTURE (SMALL)**—use of space for up to 4 hours (SMALL) 650.00
 (LARGE) 730.00
 Includes setup of row seating for up to 80-125 people, lectern with microphone, Intermediate AV Package (up to 8 items), Gerlinger supervisor and monitor, and technical/support crew.
- **BANQUET** —use of space for up to 4 hours (SMALL) 550.00
 (LARGE) 630.00
 Includes setup of Gerlinger with round or square banquet tables, lectern with microphone, Gerlinger supervisor and monitor, and time for catering to setup.
- **RECEPTION**—use of space for up to 8 hours (SMALL) 900.00
 (LARGE) 1100.00
 Includes setup of Gerlinger to sponsor's specifications, lectern with microphone, Intermediate AV Package, use of the fireplace, Gerlinger supervisor and monitor, technical/support crew, and time for catering to setup.
- **WEDDING**—use of space for up to 8 hours 1250.00
 Includes setup of Gerlinger Lounge to sponsor's specifications, use of the Gerlinger Lobby, Intermediate AV or Sound Package, use of the fireplace, piano tuning, Gerlinger supervisor and monitor, technical/support crew, and time for catering to setup.
- **CONFERENCE**—use of space for up to 12 hours 1350.00
 FOR MORE THAN ONE DAY CONTACT SCHEDULING & EVENT SERVICES FOR AN ESTIMATE.
 Includes setup of Gerlinger to sponsor's specifications, lectern with microphone, Intermediate AV Package, use of the fireplace, Gerlinger supervisor and monitor, and technical/support crew.

ADDITIONAL EQUIPMENT THAT CAN BE ADDED TO ANY RESERVATION

- Classroom/dressing room 80.00
- Rehearsal/photo shoot (in conjunction with a scheduled event) 61.50

ADDITIONAL EQUIPMENT CAN BE REQUESTED THROUGH EVENT SERVICES.

*OVERTIME WILL BE CHARGED FOR ANY PERSONNEL WORKING OVER 8 HOURS IN A SINGLE DAY FOR A PARTICULAR EVENT.
 EVENTS IN THE GERLINGER LOUNGE MUST END NO LATER THAN 12:00 MIDNIGHT.