

Native American Student and Community Center

AUXILIARY FEES WORKSHEET

 Internal

 Student

 Community

 External

Amount	Service or Equipment	Internal	Student	Comm.	External	Cost
	Custom re-set fee	20.00	20.00	20.00	20.00	
	Public Safety Officer per hr	35.00	35.00	35.00	35.00	
	Campus Watch Student per hr	15.00	15.00	15.00	15.00	
	Extended Hours Staff per hr	20.00	20.00	20.00	20.00	
	Custodial Services per hour	18.00	18.00	18.00	18.00	
	Event Tech Support per hour	40.00	40.00	40.00	40.00	
	Literature Display Table	15.00	7.50	15.00	30.00	
	Lectern	5.00	2.50	5.00	15.00	
	CD Player in Room 110	10.00	5.00	10.00	20.00	
	Telephone with Active Line (2 week Notice)	20.00	20.00	20.00	20.00	
	Laptop Personal Computer(PC)	60.00	30.00	60.00	120.00	
	DVD/VCR	20.00	10.00	10.00	40.00	
	Easel	5.00	5.00	5.00	5.00	
	Flip Chart & Pad	15.00	15.00	15.00	15.00	
	Overhead Projector	20.00	10.00	15.00	40.00	
	Outside Caterer	NC	NC	NC	25.00	
	TV	20.00	10.00	20.00	20.00	
	Digital Projector with Screen	30.00	15.00	30.00	50.00	
	Handheld Microphone	30.00	10.00	20.00	60.00	
	Lavaliere Microphone	30.00	10.00	20.00	60.00	
	Refundable Kitchen Deposit		250.00		250.00	
	Hospitality	5.00	NC	NC	15.00	
	Differential Sunday and past 10 pm.	Up to 200.	Up to 200	Up to 200	Up to 200	
	Reserved Parking Spaces	12.00	12.00	12.00	12.00	
	Photocopies	.10	.10	.10	.10	
	Local faxes	.75	.75	.75	.75	
	Total					

I have indicated the equipment and services needed for the above event. I understand that if I find I need additional services or equipment the day of, or during the event that those charges may be greater than listed above. Additional items requested the day of the event will be added.

Print Name _____ Signature _____