

MOST FREQUENTLY REQUESTED EQUIPMENT

AUDIOVISUAL EQUIPMENT

Basic A/V (Includes projector, screen and microphone)	Complimentary
Projection Screen	Complimentary
Additional LCD Projector	\$35
Hand/Corded Microphone with Lectern	\$10
Hand/Wireless Microphone with Lectern	\$12
Wireless Lavalier Microphone	\$12
Portable Sound System	\$25

MISCELLANEOUS ITEMS

Piano (Upright)	\$50
Grand Piano (Only available in ballrooms)	\$100
Crowd-Control Stanchions	\$5 each
Stage* (4-ft. x 8-ft. sections/inside use only)	\$5 each
Dance Floor* (2-ft. x 12-ft. and 30-ft. x 30-ft. available)	\$50-\$300

*Price determined by size requested.

All prices are inclusive per day. All prices are subject to change. Damaged or lost equipment will result in a replacement or repair charge. Basic A/V package is complimentary in rooms that are also complimentary. For rooms where fees are assessed, basic A/V is not included and subject to the fees above.

MISCELLANEOUS FEES

All events are subject to the following fees:

OVERTIME FEE: If an event requires the facility to operate outside of normal facility hours, a fee of \$100 per hour will be charged, which includes the setup and tear down times required.

CANCELLATION/NO-SHOW FEE: A flat fee of \$35 will be charged if a cancellation of a reservation is not received at least two business days in advance. Ballrooms and the Trent Lott National Center require one month cancellation notice or a flat fee of \$100 will be assessed.

CHANGEOVER FEE: Any change-over or rearrangement of a standard set room or changes to a setup during an event will require a \$35 minimum fee per room.

CUSTODIAL FEE: This \$50 fee applies to all food events up to and every subsequent increment of 100 attendees. A fee is also charged to any event leaving excessive carpet stains, garbage, etc. Mylar balloons, confetti and glitter are expressly prohibited and use of them will result in additional fees. Events taking place in the Trent Lott National Center, Monday – Friday, after 1:30 p.m. and on weekends, are assessed a minimum \$60 fee.

HOLIDAY FEE: Clients requesting to schedule events during University holidays and building closures (intersession periods) will be charged an overtime fee. The fee will be a 4-hour minimum, \$400 and an hourly rate, \$100 for each additional hour in conjunction with any other room and equipment fees.

RUSH FEE: A \$50 fee may be charged to an organization submitting a request or making changes to an event less than three business days prior to the event. Changes include setup, adding rooms, equipment, etc. All late requests must also be approved by the Union Department.

For additional policies and information, visit usm.edu/union or call 601.266.4399

MEETING SUPPLIES/SERVICES

Flipchart Easel with Pad and Markers	\$10
Dry-Erase Board with Markers	Complimentary
A-Frame Easel	Complimentary
Wireless Presentation Remote	Complimentary
Skirted Table	Complimentary
Extension Cord	Complimentary
Lecterns (Standing or Tabletop)	Complimentary
Backdrop (Per 8-10 ft section)	\$30
Wireless Access	Complimentary