

**PROPOSED SMEAL FACILITIES FEES
EFFECTIVE - JULY 1, 2015**

EQUIPMENT & FURNITURE		
SERVICE/EQUIPMENT DESCRIPTION	FEE	NOTES
ACUUSTIC WALL (BACK DROP)	\$ 30.00	
CHAIRS (ANY TYPE - FOLDING, ETC.)		
1-5	\$ 10.00	TOTAL FEE, NOT PER CHAIR
6-50	\$ 45.00	TOTAL FEE, NOT PER CHAIR
51-100	\$ 60.00	TOTAL FEE, NOT PER CHAIR
101-200	\$ 75.00	TOTAL FEE, NOT PER CHAIR
201-350	\$ 100.00	TOTAL FEE, NOT PER CHAIR
COAT RACK (EACH)	\$ 10.00	
CONFERENCE CALL PHONE	\$ 7.50	FEE IS CHARGED PER IITEM, PER BUSINESS DAY, UNTIL ITEM IS RETURNED
DIGITAL AUDIO RECORDER	\$ 5.00	FEE IS CHARGED PER IITEM, PER BUSINESS DAY, UNTIL ITEM IS RETURNED
DOCUMENT CAMERA	\$ 7.50	FEE IS CHARGED PER IITEM, PER BUSINESS DAY, UNTIL ITEM IS RETURNED
EASEL	\$ 5.00	FEE IS CHARGED PER IITEM, PER BUSINESS DAY, UNTIL ITEM IS RETURNED
FLIP CHART	\$ 10.00	FEE IS CHARGED PER IITEM, PER BUSINESS DAY, UNTIL ITEM IS RETURNED
LAPTOP/TABLET	\$ 10.00	FEE IS CHARGED PER IITEM, PER BUSINESS DAY, UNTIL ITEM IS RETURNED
PODIUM (WITH OR WITHOUT COMPUTER)	\$ 10.00	
PORTABLE LCD TV DISPLAY	\$ 30.00	
PROJECTOR	\$ 7.50	FEE IS CHARGED PER IITEM, PER BUSINESS DAY, UNTIL ITEM IS RETURNED
ROPE AND STANCHIONS		
2-10	\$ 20.00	TOTAL FEE, NOT PER STANCHION
11-20	\$ 35.00	TOTAL FEE, NOT PER STANCHION
SCANNING STATIONS	\$ 15.00	FOR ATTENDANCE, NAME TAGS, SENIOR EXIT SURVEY, HONOR CODE SIGNING, ETC.; CUSTOMER MUST PROVIDE LABELS IF THEY WANT TO PRINT NAME TAGS
SOUND SYSTEM		
PORTABLE/SMALL	\$ 25.00	FEE IS CHARGED PER IITEM, PER BUSINESS DAY, UNTIL ITEM IS RETURNED
LARGE	\$ 50.00	PLUS HOURLY STAFF SUPPORT TO RUN SOUND BOARD DURING EVENT
STAFF SUPPORT	\$ 50.00	HOURLY RATE - RATE IS CHARGED ONLY IF TECH SUPPORT IS NEEDED FOR THE DURATION OF THE EVENT, OR FOR EVENTS THAT TAKE PLACE AFTER NORMAL M-F 8-5 BUSINESS HOURS. TECH SUPPORT IS AVAILABLE ONLY FOR EVENTS HELD IN THE BUSINESS BUILDING.
STAGE	\$ 50.00	FEE IS PER 4' X 8' SECTION , MAX 3 SECTIONS AVAILABLE - INCLUDES SKIRTING, RAILING AND STAIRS
TABLES (ANY SIZE)		
1-5	\$ 10.00	TOTAL FEE, NOT PER TABLE
6-12	\$ 25.00	TOTAL FEE, NOT PER TABLE
13-24	\$ 45.00	TOTAL FEE, NOT PER TABLE
25-40	\$ 75.00	TOTAL FEE, NOT PER TABLE
TABLE COVERS (SHOWER CAPS)	\$ 5.00	FEE IS PER TABLE COVER - ANY SIZE
VIDEO CONFERENCE - PORTABLE	\$ 50.00	AVAILABLE DURING NORMAL BUSINESS HOURS. AFTER HOURS VIDEO CONFERENCING IS SUBJECT TO PERSONNEL AVAILABILITY AND WILL INCUR THE HOURLY STAFF SUPPORT CHARGE IN ADDITION TO THE STANDARD EQUIPMENT SET-UP FEE
WEB CAMERA	\$ 7.50	FEE IS CHARGED PER IITEM, PER BUSINESS DAY, UNTIL ITEM IS RETURNED
SPECIAL FURNITURE LAYOUTS IN CONFERENCE ROOMS		
SERVICE/EQUIPMENT DESCRIPTION	FEE	NOTES
ALTERNATE ROOM ARRANGEMENT	\$ 30.00	RE-ARRANGE EXISTING FURNITURE INTO DIFFERENT CONFIGURATION
CONFERENCE ROOM - THEATER STYLE	\$ 100.00	REMOVE EXISTING FURNITURE AND SET ROOM THEATER STYLE WITH ROWS OF CHAIRS
CONFERENCE ROOM - LUNCH/DINNER	\$ 60.00	REMOVE EXISTING FURNITURE AND SET ROUNDS WITH 8-9 CHAIRS PER TABLE
CONFERENCE ROOM - COMBO LAYOUT	\$ 30.00	RE-ARRANGE EXISTING FURNITURE, PLUS STANDARD FEE FOR ANY ADDITIONAL ITEMS (TABLES, CHAIRS, PODIUM, ETC.)

Please Note: We cannot accept payments from government awards or federal funds. With the exception of Official Penn State Student Organizations ASA Account payments, we are unable to accept payment by check. All payments must be processed via IDCC.