

**SMEAL COLLEGE OF BUSINESS FACILITIES FEES
EFFECTIVE - JULY 1, 2018**

SPACES		
SERVICE/EQUIPMENT DESCRIPTION	FEE	NOTES
ATRIUM - MAJOR EVENT (100 ATTENDEES OR MORE)	\$ 500.00	FURNITURE REMOVAL REQUIRED TO MAINTAIN COMPLIANCE WITH FIRE CODE
ATRIUM - MINOR EVENT (LESS THAN 100 ATTENDEES)	\$ 125.00	EXISTING LOUNGE FURNITURE IS APPROVED TO STAY IN PLACE (POSES NO FIRE CODE CONCERNS)
FOYER - MAJOR EVENT (100 ATTENDEES OR MORE)	\$ 250.00	FURNITURE REMOVAL REQUIRED TO MAINTAIN COMPLIANCE WITH FIRE CODE
FOYER - MINOR EVENT (LESS THAN 100 ATTENDEES)	\$ 62.50	EXISTING LOUNGE FURNITURE IS APPROVED TO STAY IN PLACE (POSES NO FIRE CODE CONCERNS)
MBA COMMONS - MAJOR EVENT (100 ATTENDEES OR MORE)	\$ 200.00	FURNITURE REMOVAL REQUIRED TO MAINTAIN COMPLIANCE WITH FIRE CODE
MBA COMMONS - MINOR EVENT (LESS THAN 100 ATTENDEES)	\$ 50.00	EXISTING LOUNGE FURNITURE IS APPROVED TO STAY IN PLACE (POSES NO FIRE CODE CONCERNS)
EQUIPMENT & FURNITURE		
SERVICE/EQUIPMENT DESCRIPTION	FEE	NOTES
ACOUSTIC WALL	\$ 50.00	
BACK DROP FOR STAGE	\$ 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	\$ 75.00	TOTAL FEE, NOT PER CHAIR
101-200	\$ 100.00	TOTAL FEE, NOT PER CHAIR
201-350	\$ 150.00	TOTAL FEE, NOT PER CHAIR
COAT RACK (EACH)	\$ 10.00	
CONFERENCE CALL PHONE (EACH)	\$ 12.00	IF BORROWED BY CUSTOMER, FEE IS PER BUSINESS DAY UNTIL ITEM IS RETURNED
DIGITAL AUDIO RECORDER (EACH)	\$ 5.00	PRICE IS PER RECORDER. FEE IS PER BUSINESS DAY UNTIL ITEM IS RETURNED
DIGITAL STILL CAMERA (EACH)	\$ 15.00	IF BORROWED BY CUSTOMER, FEE IS PER BUSINESS DAY UNTIL ITEM IS RETURNED
DOCUMENT CAMERA (EACH)	\$ 7.50	IF BORROWED BY CUSTOMER, FEE IS PER BUSINESS DAY UNTIL ITEM IS RETURNED
EASEL (EACH)	\$ 5.00	EACH
FLIP CHART STAND WITH PAPER (EACH)	\$ 20.00	EACH (INCLUDES ONE STANDARD PAD OF PLAIN WHITE PAPER, ADDITIONAL PAPER WILL BE CHARGED AT COST)
LAPTOP/TABLET (EACH)	\$ 15.00	IF BORROWED BY CUSTOMER, FEE IS PER BUSINESS DAY UNTIL ITEM IS RETURNED
PIPE AND DRAPE (PER 10' SECTION)	\$ 15.00	INCLUDES UPRIGHTS, BLACK DRAPERY AND WEIGHTED BASES AS APPROPRIATE
PODIUM (EACH)	\$ 10.00	
PORTABLE LCD TV DISPLAY (EACH)	\$ 30.00	
PRINTER - INK JET (EACH)	\$ 10.00	IF BORROWED BY CUSTOMER, FEE IS PER BUSINESS DAY UNTIL ITEM IS RETURNED
PROJECTOR - DATA (EACH)	\$ 15.00	IF BORROWED BY CUSTOMER, FEE IS PER BUSINESS DAY UNTIL ITEM IS RETURNED
ROPE AND STANCHIONS	\$ 35.00	TOTAL FEE, NOT PER STANCHION
SCANNING STATION (EACH)	\$ 20.00	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 (INCLUDES 1 WIRELESS MIC)	\$ 25.00	FEE IS CHARGED PER ITEM, PER BUSINESS DAY, UNTIL ITEM IS RETURNED
LARGE (W/UP TO 2 WIRELESS MICROPHONES)	\$ 100.00	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
TRIPOD/MONOPOD (EACH)	\$ 5.00	FOR USE WITH DIGITAL CAMERA OR CELL PHONE BEING USED AS CAMERA
TABLES (ANY SIZE)		
1-5	\$ 10.00	TOTAL FEE, NOT PER TABLE
6-12	\$ 40.00	TOTAL FEE, NOT PER TABLE
13-24	\$ 75.00	TOTAL FEE, NOT PER TABLE
25-40	\$ 125.00	TOTAL FEE, NOT PER TABLE
TABLE COVERS (SHOWER CAPS)	\$ 5.00	EACH
USB MICROPHONE	\$ 7.50	EACH
WEB CAMERA (EACH)	\$ 7.50	IF BORROWED BY CUSTOMER, FEE IS PER BUSINESS DAY UNTIL ITEM IS RETURNED
SPECIAL LAYOUTS - (Must be within approved occupancy limits.)		
SERVICE/EQUIPMENT DESCRIPTION	FEE	NOTES
ALTERNATE ROOM ARRANGEMENT	\$ 30.00	RE-ARRANGE EXISTING FURNITURE INTO DIFFERENT CONFIGURATION
CONFERENCE ROOM - REMOVE ALL EXISTING FURNITURE	\$ 100.00	ANY LAYOUT THAT REQUIRES THE REMOVAL OF THE STANDARD ROOM FURNISHINGS. INCLUDES THEATER STYLE
CONFERENCE ROOM - COMBO LAYOUT	\$ 60.00	INCLUDES RECONFIGURING EXISTING FURNITURE PLUS ADDITIONAL FURNITURE ITEMS AND/OR REMOVAL OF LESS THAN HALF OF THE EXISTING ITEMS (MUST BE WITHIN APPROVED OCCUPANCY LIMITS/LAYOUTS)

PLEASE NOTE: We are unable to accept payments from government awards or federal funds. With the exception of the Official Penn State Student Organizations ASA Account payments, we are unable to accept payment by check. All payments must be processed via IDCC.

PRICE CHANGE FROM 2016 PRICE LIST
NEW ITEM