

## Conferences/Meeting Additional Charges:

To send a Fax within the US, there is a \$2.00 charge for the first page. Each additional page is \$1.00, excluding the cover sheet.

To send a Fax outside the US, there is a \$3.00 connect fee. Each additional page is \$2.00 plus 50 cents per minute connected - including errors in transmission.

To receive a Fax, there is a \$1.00 per page charge.

For Copies, there is a .20 cents per page charge.

For conference calls – Time and charges will be passed on to the user.

White Board Rental with pens, eraser and cleaner - \$10.00 per day

Flip Charts w/ pens - \$10.00 per day

Easel - \$5.00 per day

Podium - University Center - \$60.00 per day

Podium w/ Official University Seal - \$135.00 per day

Polycom Speaker Phone - \$60.00 per day (plus toll charges)

Dance Floor - \$350.00 for half room (with tables) – Credit Card required on file for damage deposit

Dance Floor - \$650 for more than half room – Credit Card required on file for damage deposit

Large Coat Rack - \$80.00

Additional Room Set up - \$25.00 to \$100.00 per set up

All equipment booked at the University Center shall be subject to a 15% administrative fee.