

To: Reservations Staff, Administrative Staff and Student Managers
From: Randy Hedge, Director
Re: Room and Equipment Rental Fees
Date: November 12, 1997

There will be no rental fees charged to recognized student organizations for use of meeting rooms and most AV-equipment. However, fees will be charged for labor only when events require extensive set-up (more than 10 to 15 minutes), cleaning or other related expenses.

All equipment will be no charge except for the use of the sound system, computer and video projector due to the high cost to provide and maintain these items. Exceptions to the policy will be considered at the discretion of the Assistant Director for Operations. Labor and charges will be at the current rate quoted by the reservations staff.

Reeve Memorial Union

Last revised: 01/22/03