



IDAHO COMMONS & UNION

EQUIPMENT RATE SHEET



Welcome to the University of Idaho's Student Union and Idaho Commons. We are happy you have chosen one of our facilities to hold your conference. Now that you have booked the room, think about what extras you will need for your meeting. There are some charges attached to various pieces of equipment to help us keep it in good shape. We want to give you the very best for your conference.

ELECTRONIC EQUIPMENT	
Video Projector	\$40.00 per use
Laptop w/ DVD+Zip	\$25.00 per use
PowerPoint Package to include:	
Laptop, Projector & Setup	\$65.00 per use
Document/Elmo Camera	\$50.00 per use
Wireless Microphone	\$30.00 per use
Convener Phone	\$20.00 per use
TV/VCR	\$15.00 per use
DVD Stand-alone	\$10.00 per use
VCR Stand-alone	\$10.00 per use
Overhead Projector	\$10.00 per use
Slide Projector	\$10.00 per use
EXTRAS YOU MIGHT NEED	
Change in Room Set-Up	\$25.00 per room/per event
Staging	\$25.00 per event
Phone Line Use	\$10.00 access charge
Long Distance	\$5.00 per hour (domestic)
Flip Chart	\$5.00 per use
After-Hours Charge	\$30.00 per hour
Extra Staffing	\$15.00 per hour
Banner Outside SUB	\$60.00 per hanging
Banner/Commons Food Crt	\$10.00 per hanging
NO CHARGE FOR:	
Whiteboard	Easels
Screen	Microphone/Podium

CANCELLATIONS

Please call 48 hours in advance when canceling your room if your conference requires a special set-up or 24 hours for a normal room set-up. Some special set-ups will be charged fees to help recover the labor costs. We will do everything we can to keep that to a minimum. If we do not hear from you and your event gets cancelled, you will be charged a \$25 non-cancellation fee and the labor charges incurred in setting up your conference.

Please let us know, well in advance, of any changes to your reservation. We want to make sure your conference goes as well as planned.

For more information contact: Facilities Coordinator, (208) 885-6956