

Program Services Fees

University Centers at UW-Stevens Point



Category A

Events sponsored by recognized student organizations or UWSP departments where the majority of participants consist of UWSP students, faculty, staff, prospective students¹, Homecoming events², and UWSP award ceremonies honoring UWSP Students.

- *Denotes equipment available free of charge for events in the Dreyfus University Center (dependent on equipment availability)
- Equipment rental fees will be waived for recognized student organizations for all events in the University Centers (DUC, Allen, DeBot) that meet the criteria for Category A.
- Student organizations will be charged labor for all requests (\$10/hr. or \$16/hr., depending on billing category).
- All events held outside of the University Centers will be charged according to the category of their event.

Category B

Events sponsored³ by recognized student organizations or UWSP departments where the majority of participants do not consist of UWSP students, faculty, staff or prospective students¹ and whose activity is consistent with the University mission, goals and priorities.

Program Services Fees

A/V	Categories			
	A	B	C	D
*CD Player	\$10	\$15	\$20	\$25
*Document Camera	\$20	\$25	\$35	\$50
LCD Projector	\$25	\$40	\$75	\$125
*Overhead Projector	\$10	\$15	\$20	\$25
*Screen 4'x6'	\$10	\$15	\$20	\$25
Screen 5'x7'	\$15	\$25	\$32	\$40
Slide Projector	\$10	\$15	\$20	\$25
*TV/VCR/DVD Cart	\$25	\$35	\$50	\$65
Video Camera	\$10	\$20	\$35	\$50
Microphone (Handheld)	\$5	\$10	\$15	\$20
Microphone (Wireless)	\$25	\$35	\$50	\$65
Labor				
Technician	\$13/hr	\$16/hr	\$20/hr	\$25/hr
Transportation				
On-campus	\$11/trip	\$11/trip	\$11/trip	\$11/trip
Stevens Point Area	\$22/trip	\$22/trip	\$22/trip	\$22/trip
Other Desitnations	\$22/trip +\$1/mile	\$22/trip +\$1/mile	\$22/trip +\$1/mile	\$22/trip +\$1/mile

Category C

Events sponsored⁴ by non-profit organizations, State of Wisconsin agencies, or events co-sponsored⁴ by a recognized student organization or campus department in conjunction with an off campus organization and whose activity is consistent with the University mission, goals and priorities.

Category D

Events sponsored by all other organizations or individual personal events.

Program Services
DUC 340
715.346.4203

<http://www.uwsp.edu/centers/progservices/>

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Program Services Fees

Sound Systems	Categories			
	A	B	C	D
House Sound Plus (Connecting 3+ microphones to a house sound system in the DUC)				
	\$25	\$35	\$50	\$65
Small Eon Sound (2- 10" full range speakers, suitable for a speaker or singer/songwriter performing for a crowd of up to 50 people)				
	\$40	\$50	\$70	\$100
Medium Eon Sound (2- 15" full range speakers, suitable for a speaker or singer/songwriter performing for a crowd of up to 100 people)				
	\$60	\$70	\$90	\$120
Large Eon Sound (2- 10" & 2-15" full range speakers, suitable for a speaker or singer/songwriter performing for a crowd of up to 200 people)				
	\$100	\$120	\$160	\$220
QSC Sound System (Sound system suitable for a band or an event with more than 200 people in attendance.) (System can also provide up to two (2) monitor mixes.)				
	\$100	\$120	\$160	\$220
Encore Sound System (Permanent sound system used for events in the Encore. Suitable for everything from a soloist to a full-band.) (Pricing for this system is based on the type of performer(s) using the equipment.)				
Solo	\$60	\$70	\$90	\$120
Band	\$120	\$145	\$185	\$250
Large EAW JFL Sound (Sound system suitable for major (full Laird Room) concert or an event with more than 400 people in attendance.) (System can also provide up to eight (8) monitor mixes.)				
	\$175	\$200	\$275	\$350
Large EAW KF Sound (Similar to JFL Sound System, but setup is more labor-intensive.)				
	\$175	\$200	\$275	\$350

Reservations for Program Services equipment are handled on a first come, first served basis, and are dependent on equipment availability.

Please contact the Program Services Office (x4203) directly if you wish to reserved a sound system.

Facility Use Fees

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Category D

Events sponsored by all other organizations or individual personal events.

¹ Prospective students include only those students brought on campus by the UWSP Admissions Office or the New Student Orientation Programs.

² Homecoming events include only those sponsored by Alumni Affairs or Campus Activities and take place during the week/weekend of Homecoming.

³ The sponsoring organization/department must be primarily responsible for planning, implementing, attending and financing the event.

⁴ The co-sponsoring organization/department is NOT primarily responsible for planning, implementing, attending or financing the event.

Facility Use Fees Fees passed by UCAPB 10/27/2010, 12/15/2010 and 3/16/2011 and effective 07/01/2011

Room	Categories					
	A	B	C		D	
			<5 hours	>5 hours	<5 hours	>5 hours
Full Laird	Free	Free	\$160	\$320	\$215	\$425
Laird A or B	Free	Free	\$60	\$130	\$90	\$175
Laird C, D or E	Free	Free	\$25	\$25	\$25	\$25
Alumni	Free	Free	\$90	\$175	\$120	\$235
Legacy	Free	Free	\$60	\$120	\$80	\$155
Encore	Free	Free	\$60	\$120	\$80	\$155
Theater	Free	Free	\$60	\$120	\$80	\$155
DUC 211	Free	Free	\$25	\$25	\$25	\$25
DUC 223	Free	Free	\$25	\$25	\$25	\$25
DUC 235	Free	Free	\$25	\$25	\$25	\$25
DUC 236	Free	Free	\$25	\$25	\$25	\$25
DUC 374	Free	Free	\$25	\$35	\$25	\$45
DUC 376	Free	Free	\$25	\$25	\$25	\$25
DUC 378	Free	Free	\$25	\$35	\$25	\$45
DeBot 073	Free	Free	\$25	\$25	\$25	\$25

- Rate charges apply per day during normal operating hours.
- Rates do not include use of specialized technical equipment.
- Requests for events held on a weekend during academic break periods require a request 4 weeks prior to the event. Submission of a request does not constitute approval. Requests may, or may not be accommodated. A building opening fee for events held during closed periods of \$300 will be charged to all non-UWSP student groups in all categories.
- Extended hours of operations charged at \$25 per hour.

Centers Reservations
DUC 340
715.346.4421

<http://www.uwsp.edu/centers/centersreservations/>

Room Set-up Fees

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Category D

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Room Set-Up Fees passed by UCAPB 10/27/2010 effective 07/01/2011

Room	Setups	Categories		
		A	B	C & D
Small Meeting Rooms	To re-arrange setup	Free	\$25	\$50
Large Meeting Rooms	Theater Style (rows of chairs) Seating at Tables (banquet/conference style) Stage House Sound	Free	50% of Category C&D Rate Minimum \$25 Charge	Theater: \$.50/person Tables: \$1/person Stage: \$25 additional Sound: \$25 additional

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Scheduling Protocol

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Scheduling Protocol for events held in the University Centers:

Weekends and weekdays after 3 pm during the academic year (when classes are in session) will be considered prime time use for Category A programming and will fall under the following scheduling protocol:

Scheduling Protocol passed by UCAPB 10/20/2010 effective 07/01/2011

	Events held Fall semester of the next academic year	Events held Spring semester of the next academic year	Events held weekdays before 3pm, during breaks & summer
Category A	1st academic school day in September of current academic year	1st academic school day in January of current academic year	18 Months in advance
Category B	1st Monday in November of current academic year	2nd Monday in March of current academic year	18 Months in advance
Category C&D	1st Monday in May of current academic year	1st Monday in May of current academic year	18 Months in advance

Requests must be submitted in writing and will not be accepted until the date specified for the appropriate category. After that date, reservations will be accepted for each category on a first come, first served basis.

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