

Program Services Fees

University Centers at UW-Stevens Point



Category A

Recognized student organizations and UWSP Departments sponsoring an event where the majority of participants consist of UWSP students, faculty, staff, prospective students* and specific traditional Alumni events**.

- *Prospective students include only those students brought on campus by the Admissions Office and the Student Orientation office.
- **Traditional Alumni events include: First Nighters, Distinguished Alumni Service Awards, Hall of Fame Banquet, Retired Faculty Reception, the Milestone Reunion and the CNR Fall Migration.

This category focuses on events that are targeted primarily for University members. No room rental or set up fees are charged for events in this category. Charges may be assessed for special services rendered such as use of specialized technical equipment or extended building hours. Top priority when reserving space in the University Centers will be given to this group.

Category B

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Category C

Non-profit organizations and State of Wisconsin Agencies wanting to use the Centers for programs not directly related to the curricular or co-curricular programs of the university, but which have a broad general relationship to the mission of the university or for programs of public or social significance.

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Category D

All other organizations or individual personal events. This group focuses on events that are not directly related to the University's mission or are income generating.

- *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.

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 Destinations	\$22/trip +\$1/mile	\$22/trip +\$1/mile	\$22/trip +\$1/mile	\$22/trip +\$1/mile

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.)	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 reserve a sound system.

Program Services
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Facility Use Fees

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Facility Use Fees

Room	Category A & B	Category C		Category D	
		<5 Hours	>5Hours	<5 Hours	>5Hours
Full Laird	Free	\$160	\$320	\$215	\$425
Laird A or B	Free	\$60	\$130	\$90	\$175
Laird C, D or E	Free	\$25	\$25	\$25	\$25
Alumni	Free	\$90	\$175	\$120	\$235
Legacy	Free	\$60	\$120	\$80	\$155
Encore	Free	\$60	\$120	\$80	\$155
Theater	Free	\$60	\$120	\$80	\$155
DUC 211	Free	\$25	\$25	\$25	\$25
DUC 223	Free	\$25	\$25	\$25	\$30
DUC 235	Free	\$25	\$25	\$25	\$30
DUC 236	Free	\$25	\$25	\$25	\$25
DUC 374	Free	\$25	\$35	\$25	\$45
DUC 376	Free	\$25	\$25	\$25	\$25
DUC 378	Free	\$25	\$35	\$25	\$45
DeBot 073	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

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Room Set-Up Fees

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Room Set-Up Fees

	Small Meeting Rooms	Large Rooms
Setups	To re-arrange setup	<ul style="list-style-type: none"> • Theater Style (rows of chairs) • Seating at Tables (banquet or conference style) • Stage • House Sound
Category A	Free	Free
Category B	\$25	<ul style="list-style-type: none"> • 50% of Category C&D Rate • Minimum \$25 Charge
Category C & D	\$50	<ul style="list-style-type: none"> • Theater: \$.50/person • Tables: \$1/person • Stage: \$25 additional • Sound: \$25 additional

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