

## MEMORANDUM

TO: All Members of the University Community

FROM: Jerry Scoby, Vice President for Administration and Finance

RE: University Rate Schedule 2009-2010

DATE: May 22, 2009

- Rates for the 2009/10 fiscal year will take effect on July 1, 2009.
- Golf course rates took effect on May 18, 2009.

### PUBLISHED IN ALPHABETICAL ORDER

<b>COPY CENTER</b>	
Printed paper per sheet	\$0.040
Colored paper	\$0.045
Special paper, 8.5 x 11"	\$0.065 to \$.15
Special paper, 11 x 17"	\$.085 to \$.20
Special order paper	prevailing market prices
Folding	\$.50/100
Padding	\$.15/pad
Labor on textbooks	prevailing wage
Colored ink	\$20.00/color
Transparencies	\$0.50
Inserting/envelopes	\$0.025per envelope for the 1 <sup>st</sup> insert, each additional insert \$.005.
Fax machine charges	see page 2

<b>DINING SERVICES</b>		
Location	FSU Faculty and Staff	Campus Guests
<b>Center Ice, the Rock Café' and Westview Dining (Rankin Center)</b>		
Breakfast	\$4.20	\$5.60
Lunch, Dinner & Late Night	\$5.25	\$7.00
<b>Seattle's Best Coffee Shop</b>	25% Discount	Ala Carte Prices
<b>Quiznos</b>	10% Discount	Ala Carte Prices
<b>Starbuck's</b>	10% Discount	Ala Carte Prices
The Market (Convenience Store)	10% Discount	Ala Carte Prices

<b>EWIGLEBEN SPORTS CENTER – ICE ARENA</b>			
		<b>FSU</b>	
	<b>Private</b>	<b>Student Organization</b>	
<b>Main Sheet</b>	\$205	\$140	
<b>Studio Rink</b>	\$102.50	\$87.50	

**Note: All rates based on 50-minute hour**

<b>Public Skating Sessions - ICE ARENA</b>		
<b>Open Skating Sessions</b>	<b>Hours</b>	<b>Fee</b>
Sunday (June – April)	2:00 pm-4:00 pm	Admission: \$4.00 Skate Rental: \$2.00
Mon - Fri (September - April)	11:30 am-1:30 pm	Admission: \$3.00 Skate Rental: \$2.00
Fridays (June – July) Call for exact dates	7:00 pm-10:00 pm	Admission: \$5.00 Skate Rental: \$2.00

<b>Open Hockey - Refer to weekly schedule</b>
Admission \$6.00

<b>FAX MACHINE CHARGES</b>		
	<b>University</b>	<b>Non-University</b>
Incoming	up to \$.50/page	\$1.00/page
Outgoing	up to \$.50/page (first page only) plus any long distance charges	\$2.00/page

<b>FERRIS LIBRARY FOR INFORMATION, TECHNOLOGY, &amp; EDUCATION--FACILITIES USE FEES</b>				
<b>Room #</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Type I Spaces:</b> Room 442* (cap.10)	\$0.00	\$5.00/hour	\$10.00/hour	\$15.00/hour
<b>Type II Spaces:</b> Room 133 (cap. 21) Room 135 (cap. 21) Room 214 (cap. 21) Room 305 (cap. 20) Room 438* (cap. 24)	\$0.00	\$15.00/hour	\$20.00/hour	\$40.00/hour
<b>Type III Spaces:</b> Room 108 (cap. 21) Room 110 (cap. 30) Room 112 (cap. 30)	\$0.00	\$30.00/hour	\$45.00/hour	\$60.00/hour

\*These charges are for use between 8:00-5:00 Monday-Friday. A \$12.00/hour staffing fee (two hours minimum) will be charged, regardless of University affiliation, for the use of fourth floor conference spaces outside that floor's regular 8:00 a.m. to 5:00 p.m. Monday through Friday open hours.

### Space Types:

- Type I: Have no equipment available in the room.
- Type II: Have a presentation station with computer & VCR projection system, but no student computers.
- Type III: Have a presentation station with computer & VCR projection system and student workstations; printing capabilities are available with pre-paid Cards (Bulldog ID, IKON, etc.).

### Categories:

- A-- FSU-registered student organization, FSU-related faculty/staff committee/group, or University department using standard set-up, with no admission charge or fees associated with the event.
- B-- FSU-registered student organization, FSU-related faculty/staff committee/group, or University department using standard set-up, with any revenue or fees associated with the event. All regional and national conferences affiliated with University departments and/or student organizations.
- C-- Non-Profit Organizations with a federal tax-free number.
- D-- All other non-University groups.

### Available Portable Equipment:

- Laptop/Notebook Computers
- Cart with TV monitor and VCR
- Cart with Slide Projector and Remote Control
- Cart with “Elmo” Projector
- Cart with LCD Projector
- DVD Players
- “Smart” White Board with Stand
- Stacking Chairs

### Regulations for Using FLITE Spaces and Equipment:

1. Reservations: Reservations must be made at least one week in advance. All reservations (except fourth floor conference rooms) are on a first-come, first-serve basis. FLITE administration reserves the right to accommodate groups in other FLITE spaces in the event that unforeseen circumstances require conference room use for FLITE-affiliated or upper-administrative (i.e., Presidential or Academic Affairs Vice Presidential) purposes.
2. Policies: The following policies may govern the use of FLITE facilities and/or equipment: Business Policy Letter, *Business Meeting Expense*; Business Policy Letter, *Policy on the Use, Rental, Lease of University Facilities*; and the *FLITE Facilities Usage Policy Brochure*.
3. Payment: Category B groups will be billed at the end of the month; category C & D groups will be billed prior to the event (refer to FLITE Room Reservation Procedures document). Fees may

be paid via a University budget transfer, cash, or check. All checks should be made out to: Ferris State University (FLITE).

4. Cancellations: Cancellations must be made 48 hours prior to the space utilization date (refer to FLITE Room Reservation Procedures document).
5. Food/Drinks:
  - (a) Food and drink are not permitted in any FLITE space equipped with computers other than those spaces with only the standard instructor workstation (i.e., no food or drink in Instructional Studios or any seminar room setup with University-owned laptop/notebook computers). If refreshments are to be served and a room with computers has been reserved, additional space must be identified for the refreshments.
    - (b) Catering of any event is covered by the February 16, 1998 University Business Policy Letter, *Business Meeting Expense*, which states “University dining facilities, meeting areas, and the University's Hotel and Conference Center should be used for business meeting purposes where possible.”
6. Additional Fees:
  - (a) A cleanup fee of \$25.00 may be assessed for excessive mess left in any FLITE spaces, regardless of University affiliation.
  - (b) Any damage to the facility/equipment will be charged to the sponsoring organization or person, regardless of University affiliation, at a minimum charge of \$25.00 or actual cost.
  - (c) FLITE is not a conference facility. We do not have the staff to make room configuration changes. If changes are made, the sponsoring organization or person, regardless of University affiliation, is responsible for returning furniture (workstations, tables, chairs, etc.) configurations to their original setup. A \$25.00 fee may be charged if any space is not returned to its original configuration.
  - (d) For categories C & D, a \$25.00 flat fee will be charged for the set-up and removal of any and all additional equipment in each space.
  - (e) For categories C & D, a \$5.00/laptop fee will be charged for the setup and use of each notebook computer.
  - (f) Installation of software packages not already available in the library must be authorized by the ATS Manager or designee. Such requests may be refused if, in the opinion of the ATS Manager or designee, the software may interfere with library or network operations. The ATS will charge for the installation and de-installation of such software. Disks must be available one week in advance of the session and evidence of licensing compliance must be furnished.
7. Keys: Room keys are available at the FLITE Checkout Desk on the first floor. A valid FSU picture ID is requested for checking out room keys. In lieu of an FSU identification card, a picture ID will be required (i.e., driver's license).
8. Supplies:
  - (a) Appropriate whiteboard marker kits are available for checkout at the Checkout Desk on the first floor and can be obtained when retrieving the room key.

## FSU CLASSROOM RENTAL RATES

(Rates are per hour unless otherwise noted)

Space	FSU related and civic/community based organizations *	Non profits	All other
Small Classroom (seats 25 or less – no equipment)	\$0.00	\$10.00	\$15.00
Med or Large Classroom (no equipment)	\$0.00	\$10.00	\$15.00
Classroom w/ equipment (any size)	\$0.00	\$20.00	\$40.00
Computer lab	\$0.00	\$45.00	\$60.00
Conference Rooms (unless noted elsewhere in rate schedule)	\$0.00	\$10.00	\$20.00
Equipment delivered from media services	\$31.00/day	\$31/day	\$31/day
<b>College Specific Rates</b>			
Allied Health Clinics (large or small)	\$0.00	\$100.00	\$200.00
Allied Health Dental Materials Lab	\$0.00	\$20.00	\$40.00
Allied Health Classrooms	\$0.00	\$20.00	\$40.00
Allied Health Conference Room	\$0.00	\$10.00	\$20.00
Technical / equipment based labs		\$100.00	\$160.00

\* For a definition of civic and community based organizations who may use Ferris facilities at no rental charge, see University Business Policy - Use, Rental, and Lease of University Facilities.

All non-Ferris organizations must:

- Contact Conference & Professional Services to reserve rooms/facilities
- Sign a room rental agreement and/or sign a facilities use agreement
- Provide a copy of their certificate of insurance indicating liability coverage during the period of the event in the amount of \$1,000,000.00 with Ferris State University named as additional insured

Conference & Professional Services will make room reservations through the records office at Ferris.

Regulations for room rentals:

- Food and drink are not permitted in clinics, labs, and computer labs.
- Catering of events is covered by the Business & Special Expense Policy; Facilities rentals are also covered by the Use, Rental and Lease of University Facilities Policy.
- A clean-up fee of \$25 - \$50 will be charged for excessive mess left in any rooms.
- Any damage to the room and/or equipment will be charged back to the renting group.
- Requirements for room size, location, special needs, and equipment must be identified at time of reservation. A \$25.00 flat fee will be charged for the set-up and removal of any and all additional equipment in each space.
- Requirements for computer lab setup:
  - a) For rooms needing instructor lecture station laptop, a \$5.00 laptop fee will be charged for the setup and use of each notebook computer.
  - b) Installation of software packages not already available in the computer labs must be authorized by the AAC Resource Manager or designee. Such requests may be refused if, in the opinion of

the AAC Resource Manager or designee, the software may interfere with normal classroom or network operations. The AAC will charge for the installation and de-installation of such software. Disks must be available a minimum of one week in advance of the session and evidence of licensing compliance must be furnished. (If a computer technician is necessary, refer to the AAC Computer Lab Policy document.)

**GRANGER CENTER ROOM USE POLICY AND FEES**

Room #	A	B	C	D
<b>Type I Spaces:</b> <b>Lecture Rooms</b> GRN 105 (cap. 48) GRN 109 (cap. 32) GRN 113 (cap. 48) GRN 117 (cap. 32) GRN 130C (cap 32)	\$0.00	\$5.00/hour	\$10.00/hour	\$15.00/hour
<b>Type II Spaces:</b> <b>Computer Labs</b> GRN 259 (18 computers) GRN 260 (16 computers) GRN 269 (18 computers) GRN 270 (18 computers)	\$0.00	\$15.00/hour	\$20.00/hour	\$40.00/hour
<b>Type III Space:</b> <b>Auditorium</b> GRN 102 (cap. 75)	\$0.00	\$30.00/hour	\$45.00/hour	\$60.00/hour
<b>Type IV Space:</b> <b>Atrium</b> GRN 102 (cap. varies depending on setup)	\$0.00	\$15.00/hour	\$20.00/hour	\$40.00/hour

*\*These charges are for use between 8:00-5:00 Monday-Friday.*

*The use of a coat rack or multimedia equipment each carries a charge of \$5.00/hour. If noise level disturbs academic process, room use will be denied.*

**Space Types:**

**Type I:** Lecture Room. Equipped with podium containing computer, Sympodium monitor, Visualizer (digital camera for overhead projection), DVD and VCR players, four-speaker sound system, input for laptop and overhead projection system.

**Type II:** Computer Room. Equipped with podium containing computer, Sympodium monitor, Visualizer (digital camera for overhead projection), DVD and VCR players, four-speaker sound system, input for laptop and overhead projection system.

**Type III:** Auditorium. Equipped with podium containing computer, Sympodium monitor, Visualizer (digital camera for overhead projection), DVD and VCR players, four-speaker sound system, podium-mounted microphone, wireless microphone, input for laptop, input for s-video and overhead projection system.

**Type IV:** Atrium. Equipped with podium containing computer, Sympodium monitor, Visualizer, DVD and VCR players, six-speaker sound system, podium-mounted microphone, wireless microphone, input for laptop and overhead projection system.

**Categories:**

**A--** FSU-registered student organization, FSU-related faculty/staff committee/group, or University department using standard set-up, with no admission charge or fees associated with the event.

**B--** FSU-registered student organization, FSU-related faculty/staff committee/group, or University department using standard set-up, with any revenue or fees associated with the event. All regional and national conferences affiliated with University departments and/or student organizations.

**C--** Non-Profit Organizations with a federal tax-free number.

**D--** All other non-University groups.

**Regulations for Using Granger Center Spaces and Equipment:**

- **Reservations** must be made at least one week in advance. All reservations (except fourth floor conference rooms) are on a first-come, first-serve basis. Granger Center administration reserves the right to accommodate groups in other Granger Center spaces.
- **Policies:** Use of the Granger Center facilities and/or equipment is governed by various Ferris State Business Policy Letters found at <http://www.ferris.edu/htmls/administration/buspolletter/>. It is the responsibility of the user to know and comply with all applicable Business Policy Letters.
- **Payment:** Fees totaling \$20.00 or less must be paid upon reservation. Fees totaling more than \$20.00 require a 50% deposit (\$20.00 minimum) upon reservation. The balance is due no later than the day of the scheduled event. Fees may be paid via a University budget transfer, cash, or check. All checks should be made out to: FSU-**Granger Center** Account # (FOAP).
- **Cancellations:** Cancellations must be made 48 hours prior to the space utilization date or a charge will be assessed. Fees will be assessed at \$5 (minimum) or 20% of the total cost of the reservation, whichever is greater.
- **Food/Drinks:**
  - Food and drink are not permitted in any Granger Center space equipped with computers other than those spaces with only the standard instructor workstation (i.e., no food or drink in the computer labs. If refreshments are to be served and a room with computers has been reserved, additional space must be identified for the refreshments.
  - Concessions are available in the vending machines on the second floor of the Granger Center.
  - No tobacco products of any kind are allowed.
- **Additional Fees:**
  - A cleanup fee of \$25.00 may be assessed for excessive mess left in any Granger Center spaces, regardless of University affiliation.

- Any damage to the facility/equipment will be charged to the sponsoring organization or person, regardless of University affiliation, at a minimum charge of \$25.00 or actual cost.
  - Granger Center is not a conference facility. We do not have the staff to make room configuration changes. If changes are made, the sponsoring organization or person, regardless of University affiliation, is responsible for returning furniture (workstations, tables, chairs, etc.) configurations to their original setup. A \$25.00 fee may be charged if any space is not returned to its original configuration.
  - Installation of software packages not already available in the Granger Center must be authorized by the Computer Support Resource Manager or designee. Such requests may be refused if, in the opinion of the Computer Support Resource Manager or designee, the software may interfere with library or network operations. A fee of \$25 per hour will be charged for the installation and de-installation of such software. Disks must be available one week in advance of the session and evidence of licensing compliance must be furnished. (If a computer technician is necessary, refer to the Computer Support Computer Lab Policy document.)
- **Keys:** For room keys please contact the College of Technology dean's office, JOH 200 x 2890.
  - **Supplies:** No supplies are provided such as whiteboard markers, flip charts, etc.

### KATKE GOLF COURSE

Green Fees	Monday-Thursday		Friday-Sunday	
	9 Holes	18 Holes	9 Holes	18 Holes
Student	\$10	\$15	\$12	\$18
Faculty & Staff	\$10	\$15	\$12	\$18
Senior 65 & Over	\$10	\$15	\$12	\$18
Public	\$12	\$18	\$15	\$22

Season Pass (Full Golf Season; April 15-November 1)		
	Single	Family
Student	\$275	\$550
Faculty & Staff	\$490	\$640
Senior	\$425	\$580
Public	\$585	\$775
Student Winter Semester Pass	\$70	
Student Summer Semester Pass	\$135	
Student Fall Semester Pass	\$110	

Emeriti (Three level of Rates)	
June, 1988 and years prior:	\$-0-
June, 1989 through year 2000	\$335 single/ \$395 couple
June, 2001 and future years:	– same as Faculty/Staff (above)

Basket of Balls	
Half	\$3.50
Whole	\$6.00

\*One (1) whole basket of balls and 3-hole practice course once - \$10

- \*3-hole practice course once - \$5
- \*3-hole practice course unlimited play \$8/per visit

<b>Practice Facility Pass (April 15-November 1)</b>		
<b>Season Pass</b>	<b>Single</b>	<b>Family</b>
Student	\$175	\$305
Faculty & Staff	\$225	\$385
Public	\$275	\$440

<b>Rental Equipment</b>				
	<b>Weekday/9 holes</b>	<b>Weekend/9 holes</b>	<b>Weekday/18 holes</b>	<b>Weekend/18 holes</b>
Power golf cart	\$5	\$5	\$10	\$10
Pull cart	\$1.50	\$1.50	\$3	\$3
Clubs/full set	\$10	10	\$10	\$10
Clubs/full set (Range)	\$5	\$5	\$5	\$5

- ~Locker Fee Rental – Season - \$75
- ~Half Day Multi-Purpose Room Rental - \$100
- ~Full Day Multi-Purpose Room Rental - \$200
- ~Cart Membership - \$375

**MAIL CENTER**

Intercampus Mail	No Fee
Incoming Mail	No Fee
Pick-up/delivery (once a day)	No Fee
Outgoing Mail	Postage Plus 10% (for equipment replacement)

- Service: Labor & Material  
Automated Bulk Mailings \$16.37/hr.  
Including:  
Addressing  
Barcodes  
Indicia's  
Banding  
Mail Identifies  
Boxing/Bagging  
Reports  
Etc  
Removes:  
Duplications  
Non-qualifying undeliverable addresses  
On request print reports as to why addresses are undeliverable

<b>MEDIA PRODUCTION</b>			
<b>Service</b>	<b>Department<sup>1</sup></b>	<b>Student</b>	<b>Public</b>
Printing files provided on black & white laser printer 8 1/2 x 11		.37	.59

Printing files provided on color laser printer			
8 ½ x 11	.55	.66	1.06
11 x 17	.83	.99	1.59
Printing provided files up to 60" wide (per sq. ft.), plain paper, semi-gloss	2.30	2.77	4.43
Mounting			
Poster board per sq. ft.	.95	1.14	1.83
Foam core per sq. ft.	.79	.95	1.53
Vinyl – self-adhesive, waterproof (per sq. ft.)	4.75	5.72	9.16
Lamination (per sq. ft.)	.32	.38	.61
Video duplication	Cost of media; labor no charge	Cost of media; labor 5.00 per hr. Cost of media; labor 16.00 per two hrs.	Cost of media; labor 10.00 per hr. Cost of media; labor 24.00 per two hrs.
Video duplication, standard conversion.	Cost of media; labor no charge	Cost of media; labor 10.00 per hr.	Cost of media; labor 20.00 per hr.
Video duplication, with format conversion		Cost of media; labor 20.00 per two hrs.	Cost of media; labor 30.00 per two hrs.
Commencement video	n/a	n/a	DVD 20.00 VHS 25.00
Video Conferencing			
Line charge per hr.	20.00	20.00	20.00
Technician fee per hr.	No charge	20.00	20.00
Room fee per hr.	No charge	No charge	25.00
Set-up fee	No charge	No charge	100.00
35mm slides scanned to digital file, uncorrected, per 40 slides	No charge	8.00	20.00
Paper CD/DVD window envelope	.06	.07	.11
Jewel case, slim	.24	.29	.47
DVD Authoring <sup>3</sup>	Call for quote	Call for quote	Call for quote
CD-ROM Authoring <sup>3</sup>	Call for quote	Call for quote	Call for quote
35mm slides scanned to digital file, color corrected, per 40 slides	No charge	Call for quote	Call for quote
CD adhesive label with full-color printing <sup>2</sup>	.90	1.08	1.73
CD-R discs with on-disc full-color printing	.63	.76	1.21
DVD-R discs with on-disc full-color printing	.79	.95	1.53

Prices include Michigan sales tax when applicable.

- 1 Charges to departments are for non-instructional projects.
- 2 Additional charges may apply for artwork, photography or file manipulation.
- 3 Advance planning and scheduling is required for large-scale projects.

<b>MOTOR POOL</b>		
<b>*1</b>	Passenger cars	\$ .415/mile
<b>*2</b>	Mini van/SUV	\$ .51/mile
<b>*3</b>	10 passenger van	\$ .57/mile
<b>**</b>	29 passenger maxi van	\$2.12/mile
<b>**</b>	Bus	\$3.43/mile in-state
<b>*</b>		\$3.33/mile out-of-state

- \* Minimum daily charge (or portion of day): 1) \$41.50; 2) \$51.00; 3) \$57.00
- \*\* Minimum daily charge (or portion of day) \$212.00. Excludes meals, lodging, parking, & toll expenses for driver.
- \*\* Minimum daily charge (or portion of day): \$320.00. Excludes meals, lodging, parking, & toll expenses for driver.
- \* toll expenses for driver.

Cancellation Policy:

- 1) Via lotus note with 24 hour notice, no charge.
- 2) No Shows without lotus note cancellation will be charged minimum daily rate for the scheduled days.

Clean-up Fee:

\$35.00 when user leaves vehicle in a condition needing excessive (beyond normal) clean-up.

**~Due to the extreme volatility of the fuel market, Motor Pool Rates may be adjusted during the fiscal year as the market changes. Rate changes will be in direct relation to the market changes.**

**~Bus Schedules – Motor Pool reserves the right to adjust bus schedule for operational needs (i.e., campus tour schedule versus long distance trip). Department scheduling campus tours will be required to provide an account number for charges associated with cost of charter.**

<b>Equipment Rentals</b>	<b>Day Rate</b>	<b>Weekly Rate</b>
Genie Small #1997	\$30.00	
Genie Small #2000	\$30.00	
Genie Large AWD	\$60.00	
Scizzor Lift 2632	\$60.00	
Zoom Boom TH63	\$100.00	
Power Trailer, Generators	\$350.00	\$1,250.00

Scheduled by Motor Pool x2601

Before/After normal working hours - user will be accountable for overtime charges.

Extensive damage or missing parts during use - user will be accountable for repair/replacement.

<b>PHOTOGRAPHIC SERVICES DEPARTMENT</b>
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The services of the University photographer and student assistant photographer are provided to all University departments at **no charge**. Some supply and vendor service fees are detailed as follows:

<b>Type</b>	<b>Color<sup>1</sup></b>
35 mm film	\$9.00

35 mm slide film	\$11.00
120 mm film	\$6.00
120 mm slide film	\$7.00
E-6 Processing	\$7.50
Negative Processing (per roll)	\$4.50
Contact Sheet	\$4.00
4 Wallet sized prints	\$5.00
4 x 6 Print	\$1.00
5 x 7 Print	\$5.00
8 x 10 Print	\$10.00
11x 14 Print	\$26.00
CD	\$15.00
After-hour/weekend service	\$50.00/hr.
Mileage	
Other:	

<sup>1</sup> Photographic Services does not have an internal capability to develop or print color film. The services are provided by a vendor under contract to the University. The processing charges are subject to change without notice. Customers placing orders through Photographic Services are required to pay the vendor's current prices for services rendered, including charges for postage and handling.

<sup>2</sup> A disk must be provided with all photo scan requests.

Additional charges may be assessed for rush orders. Check with the University Photographer for an estimate of costs and delivery times before placing an order. Discounts are possible for large quantity orders. Check with the University Photographer for advanced estimate of costs.

### Delivery Dates

Depending on the amount and complexity of the work requested, delivery may require from three days to four weeks.

### PUBLIC SAFETY

<b>Automobile Registration Fee</b>		
Winter/Summer Semester		\$70.00*
Fall/Winter/Summer Semester		\$95.00*
Part Time (per semester)		\$30.00*
Summer Only		\$40.00*
Temporary (per day)		\$2.00
Temporary (per week)		\$10.00
Replacement w/Permit		\$1.00
Replacement w/o Permit		\$95.00 (prorated per semester)
<b>*No refunds after first two weeks of each semester</b>		
<b>Parking Violations Fine Schedule</b>		<b>After 72 Hours</b>
Unregistered Vehicle	\$20.00	\$25.00
Unlawful Display of Permit	\$20.00	\$25.00
Parked in Handicap Zone	\$100.00	\$100.00
Drive/Park in Restricted Area	\$20.00	\$25.00
Meter Violation	\$10.00	\$15.00

Parking Prohibited 2-6am	\$20.00	\$25.00
Other	\$20.00	\$25.00
Police Reports		\$5.00
Preliminary Breath Test and Tube Fee		\$5.00
Schedule Police Officer Overtime-Cancellation Fee**		\$50.00

\*\*Police Officers overtime for special events are required to be scheduled at least 28 days in advance. When an event is cancelled, after the overtime is scheduled, without 14 days notice, a \$50.00 cancellation fee will be assessed.

### **Racquet & Fitness Center/Student Recreation Center Joint**

<b>Membership Fees</b>	<b>Semester</b>	<b>Faculty/Staff Dues Summer</b>	<b>Faculty/Staff Yearly</b>
Single	\$140/semester	\$65/summer	\$260/year
Student Spouse	\$75/semester	\$38/summer	\$188/year
Couple	\$210/semester	\$86/summer	\$390/year
Jr. (Racquet Center-use only)	\$140/semester	\$65/summer	\$260/year
Family of 3 or more	\$250/semester	\$100/summer	\$455/year
Emeriti	\$140/semester	\$65/summer	\$260/year
Emeriti/Monthly	\$45/single	\$67.50/couple	\$78.75/family

<b>Membership Fees</b>	<b>Public Dues</b>	<b>Public dues Summer</b>	<b>Public Yearly</b>
Single	\$210/semester	\$86/summer	\$390/year
Couple	\$315/semester	\$130/summer	\$585/year
Jr. (Racquet Center-use only)	\$210/semester	\$86/summer	\$390/year
Family of 3 or more	\$375/semester	\$145/summer	\$685/year

#### **Senior Discount**

Senior Citizens (age 55 and older) will receive a 10% discount on all membership fees.

#### **Walking Pass**

Walking passes will be available for senior citizens (age 55 and older) from 6:00 a.m.- 11:00 a.m. at the rate of \$1.00/day Monday-Friday.

#### **Racquet & Fitness Center Court Fees**

	<b>Members</b>	<b>Non Members</b>
Tennis	\$14/hour	\$18/hour
Racquetball	\$12/hour	\$16/hour
FSU student	\$13.00/semester	

<b>Aerobics</b>	
FSU Student	\$2.00/Class
Racquet Center/SRC members	\$3.00/Class
Community Racquet Center	\$4.00/Class
Community SRC	\$4.00/Class

### Building Rentals

Tennis Court	*Basic fee of \$50/hr, Set-up & Take down: \$5/hr.
Fitness/Aerobic Room	*Basic fee of \$30/hr. Set-up & take down; \$5/hr

\*attendant salary not included.

### Sportwall Arena

Charter Membership	\$300 unlimited visits
Membership rental	\$6/half hour
Non members rental	\$8/half hour

Sportwall Event Rental	
1.5 hour Special Event	\$50, Racquet Facility will provide attendant
PTM private Lesson	\$12/half hour PTM Staff

## Rankin Student Center Rental Rates

### Category

- A---- FSU-registered student organization or University department using standard set-up, with no admission charge or fees associated with the event.
- B---- FSU-registered student organization or University department with any revenue or fees associated with the event. All regional and national conferences affiliated with University departments and/or student organizations.
- C---- Non-Profit Organization with a federal tax-free number.
- D---- All other non-University groups.

Facility Space	A	B	C	D
106 – Judicial Services	\$0.00	\$5.00/hr	\$10.00/hr	\$15.00/hr
109 - University	\$0.00	\$5.00/hr	\$10.00/hr	\$15.00/hr
110 - Ojibwa	\$0.00	\$5.00/hr	\$10.00/hr	\$15.00/hr
125 - Whitney	\$0.00	\$5.00/hr	\$10.00/hr	\$15.00/hr
127 - Young	\$0.00	\$5.00/hr	\$10.00/hr	\$15.00/hr
125/127 – Whitney Young	\$0.00	\$10.00/hr	\$20.00/hr	\$30.00/hr
129 – Constitution Room	\$0.00	\$5.00/hr	\$10.00/hr	\$15.00/hr
153 - Statehood	\$0.00	\$5.00/hr	\$10.00/hr	\$15.00/hr
155 - Territorial	\$0.00	\$5.00/hr	\$10.00/hr	\$15.00/hr

238 - Founders	\$0.00	\$11.00/hr	\$20.00/hr	\$30.00/hr
239 - Mecosta	\$0.00	\$5.00/hr	\$10.00/hr	\$15.00/hr
240 – Dome Room	\$0.00	\$11.00/hr	\$20.00/hr	\$250.00/per event
241 – Dome Study Room	\$0.00	\$5.00/hr	\$10.00/hr	\$15.00/hr
252 – Centennial Room	\$0.00	\$11.00/hr	\$20.00/hr	\$30.00/hr
254 – Quizno’s	\$0.00	\$11.00/hr	\$20.00/hr	\$30.00/hr
Table Space – Browsing/Atrium	\$0.00		\$8.00/hr	\$250.00 (9am-4pm)
Table Rental (outside Rankin) \$50 deposit required				\$3.00/ea
Chair Rental (outside Rankin) \$50 deposit required				\$1.00/ea
LCD Projector (1/2 or Full Day)	\$0.00	\$0.00	\$50/\$100	\$50/\$100

### Facility Regulations for Rankin Student Center

1. There is a \$ 9.50/hour/student-manager fee to open the facility outside of posted hours. (Price to be adjusted according to minimum wage rates)
2. Setup and takedown fees may be assessed (minimum \$25.00 or actual cost). Quizno’s is a standard setup. Tables/chairs must be returned to the original setup or there will be a charge.
3. A cleanup fee may be assessed for an excessive mess in the facility or with equipment rental/usage. (a minimum fee of \$25.00 or actual cost for cleanup).
4. Any damage to the facility/equipment will be charged to the sponsoring organization or person at a minimum charge of \$25.00 or actual cost.
5. Reservations not charged to a University budget will require a deposit at the time of the reservation, with the balance due 2 weeks prior to the event.
6. Meals and refreshments (except wedding cakes) served in the Rankin Student Center must be reserved through FSU Catering. A charge of \$50.00 or \$1.00/person, whichever is greater, will be assessed to groups violating this policy. Future reservations may be cancelled or denied.

#### **Cancellation Policy**

*Dome Room:* University related activities - cancellations must be made 1 month prior to the reservation date or a \$50.00 charge will be assessed; Non-University activities will forfeit their deposit. *For all other rooms:* University related activities - cancellations must be made 48 hours prior to the meeting date or a \$25.00 charge will be assessed; Non-University activities will forfeit their deposit or be charged \$25.00, whichever is greater.

<b>SPORTS COMPLEX</b>				
Facility	General Public	General Public Charging Admission/Entry Fee	Recognized FSU Affiliated Organizations/Groups (if charging admission)	Recognized FSU Student Organizations (no admission)
Wink Arena	\$50/hour	\$125/hour	\$100/hour	\$35/hour

Volleyball Arena	\$35/hour	\$60/hour	\$45/hour	\$25/hour
Multi-purpose Room	\$50/hour	\$80/hour	\$60/hour	\$15/hour
Multi-purpose Room/ Per court	\$30/hour	\$30/hour	\$20/hour	\$7.50/hour
Meeting/party Rooms	\$25/hour	\$25/hour	\$15/hour	\$5/hour

**Other terms, conditions and fees may apply depending on each rental. All labor costs to set up for the events must be paid by the renter. Other fees could include, but not limited to; floor coverings, table/chairs, staging, ticket office, cleaning of the facility, etc. Each rental and contract will be handled separately depending on the needs of the renter.**

<b>STUDENT RECREATION CENTER</b>			
<b>Facility</b>	<b>Student Groups (exclusive use)</b>	<b>University Groups &amp; Charging Student Groups</b>	<b>Outside Groups</b>
Gym/court (per hour)	\$10	\$20	\$35
Gym/whole (per hour)	\$35	\$75	\$130
Pool (per hour)	\$10*	\$25*	\$50*
Pool/with spa (per hour)	\$15**	\$35**	\$65**
Spa only (per hour)	\$10*	\$25*	\$50*
Weight room (per hour)	\$10	\$25	\$45
Aerobics room (per hour)	\$10	\$25	\$45
Fitness Center (per hour)	\$20	\$40	\$80
Track (per hour)	\$10	\$25	\$45
Classroom (per hour)	\$2	\$5	\$10
Climbing wall (3 hours)	\$50***	\$100***	\$200***
Lobby (per hour)	\$2	\$5	\$10

\* Includes one guard. Number of guards per hour is at the discretion of University Recreation

\*\* Must have extra guard to supervise spa

\*\*\* Only fourteen (14) people allowed per session

**All groups must pay staffing according to University Recreation standards.**

<b>STUDENT TECHNOLOGY SERVICES FEES</b>	
<b>Basic Computer Service – Labor</b>	
Problem Diagnostic and Repair	\$30.00
Hardware Upgrade	\$30.00 + Cost of Hardware
Software Installation	\$30.00 + Cost of Software
<b>Extensive Computer Service - Labor</b>	
Rebuild Computer and Reload Software	\$50 + Cost of Software
Hardware Replacement and Rebuild	\$50 + Cost of Hardware
<b>DELL Warranty Replacement</b>	No Charge
<b>Software</b>	
Microsoft	
Licensing Fee	\$35/year
Operating System	\$30/Title
Office Suite	\$30/Title

Visual Basic	\$30/Title
Adobe Creative Suite	Current Cost
AutoCad/Auto Desk	Current Cost

<b>SUMMER CONFERENCE – 2009</b>	
<b>ROOMS</b>	
Single	\$16.50
Double	\$13.50
<b>MEALS</b>	
Full day	\$19.50
Breakfast	\$5.50
Lunch	\$6.50
Dinner	\$7.50

<b>TELECOMMUNICATIONS</b>	
Primary extension number	\$31.00/month
Second appearance of primary extension number	\$ .25/month
Standard digital telephone set	\$4.76/month
Digital display add on	\$4.76/month
10 button add on	\$6.80/month
Hands free add on	\$4.76/month
Amplified handset	\$2.38/month
Speaker phone	\$5.00/day
Fraudulent Investigation/Telephone	\$25.00 as needed
Collect & Third Party Calls	\$15.00/as needed
Dialup Internet Service/semester	\$50.00/semester
Dialup Internet Service/year	\$120.00/year
Charter Internet Service	\$35.00/month
Unified Messaging	\$15.00/month
Telecommunications Fee	\$25.00/as needed
Cable TV Non-Student	\$20.00/month

<b>TOP TAGGART FOOTBALL FIELD</b>
\$125/hour or 10% of the gate, plus actual personnel charges
High Schools - \$600 plus expenses

**TOT'S PLACE WEEKLY TUITION RATES**

<u>Classroom</u>	<u>Student Rate</u>		<u>Community &amp; Faculty Rate</u>	
	<b>Full Day –</b> 7:30 am–5:30 pm	<b>Half Day</b> 7:30 am-12:30 pm or 12:30 pm –5:30 p.m.	<b>Full Day</b> 7:30 am–5:30 pm	<b>Half Day</b> 7:30 am-12:30 pm or 12:30 pm –5:30 p.m.
<b>Infant Toddler Room</b>	\$170.00	\$130.00	\$180.00	\$140.00

<b>Pre-School Room</b>	\$140.00	\$100.00	\$150.00	\$110.00
<b>School-age Room Summer (June – August)</b>	\$115.00	\$75.00	\$125.00	\$85.00
<b>School year</b>	\$25.00 (3:30-5:30 PM)		\$30.00 (3:30-5:30 pm)	

**TRAVEL AND SUBSISTENCE – Refer to Transportation & Travel Business Policy**

**WEST CAMPUS COMMUNITY CENTER**

Room #	A	B	C
Multi-Purpose Room	\$0.00	\$15.00/hour \$50 ½ day \$100 full day	\$30.00/hour \$100 ½ day \$200 full day
Room 109, Room 111, Room 112	\$0.00	\$5.00/hour \$15 ½ day \$30 full day	\$10.00/hour \$30 ½ day \$60 full day
LCD projector: \$30 ½ day, \$50 full day TV/VCR/DVD or overhead projector/cart: \$15 ½ day, \$25 full day			
Room rates by the full hour; partial hour use equates to next full hour charge. Rates assume regular room set up. Additional charges may incur for special set ups or other unique situations/needs.			
Cancellation Policy: Failure to cancel a reservation within 24 hours notice of scheduled event will result in a \$25.00 cancellation fee.			

Categories:

- A-- FSU-registered student organization, FSU-related faculty/staff committee/group, or University department using standard set-up, with no admission charge or fees associated with the event. Regular A/V use charges do not apply.
- B-- 1) FSU-registered student organization, FSU-related faculty/staff committee/group, or University department using standard set-up, with any revenue or fees associated with the event.  
2) All regional and national conferences affiliated with University departments and/or student organizations.
- C-- All other groups.

\*These charges are for use during regular building hours. A \$15.00/hour staffing fee (two hours minimum) will be charged, regardless of University affiliation, for the use of any room outside regular building hours subject to staff availability.

<b>WILLIAMS AUDITORIUM</b>			
	RSO/Fac/Staff	Community/Non-Profit	Commercial
Ticketed Event (Rental Fee)	\$575.00	\$750.00 plus 5% of credit card sales	\$1650 plus 5% of credit cards sales
Non-Ticketed Event (Rental Fee)	\$375.00	\$550.00	\$1000.00
College of Arts and Sciences, Academic Affairs Office, President's Office, Enrollment Services	None	NA	NA
Rehearsal Room	\$50.00/day	\$50.00/day	\$50.00/day
Stage Management Fee (Assessed to all users)	\$30.00/hr.	\$30.00/hr.	\$30.00/hr.
Student Labor (Stagehands)	\$8.50	\$10.00/hr	\$10.00/hr.
Custodial (Student)	\$8.50	\$10.00/hr.	\$10.00/hr.
Sub-contracted Labor	Cost	Cost	Cost plus 10%
Custodial/Physical Plant Charges	Cost	Cost	Cost
Concessions	NC	NC	\$20.00/table plus 15% of sales
Portable Sound System (1) (off premises) (Requires Auditorium Technician)	\$150.00/day	\$150.00/day	NA
Portable Follow Spot (off premises only) (Requires Auditorium Technician)	\$25.00/event	\$25.00/event	NA
Stage Sections (4 available) (off premises only)	NC	\$100.00/day per section	NA
Choral Risers (7 available) (off premises only)	NC	\$75.00/day per section	NA
Band Risers (off premises only)	NC	\$15.00/unit/day	NA
Coat Racks (off premises only)	NC	\$25.00/day/unit	NA
Crowd Control Barriers (off premises only)	NC	\$10.00/day/unit	NA
8' Tables (off premises)	NC	\$10.00 ea. per day	NA

only)			
Electronic Sign	NC	\$5.00/day	\$5.00/day
Chairs (off premises only)	NC	\$1.00 ea. per day	NA
Grand Piano	\$85.00 /tuning, \$25.00 access fee	\$85.00 /tuning, \$25.00 access fee	\$85.00 /tuning, \$25.00 access fee
Additional Charges	A \$50.00/hr charge for time in excess of eight hours will be charged to all users. A \$100.00/hr. charge will be assessed for use of the auditorium beyond reserved time.		

<b>WILLIAMS AUDITORIUM RENTAL REGULATIONS</b>	
1.	All reservations subject to terms and conditions of University Facility Use Agreement and Williams Auditorium Operating Policy Manual. Copy available at <a href="http://www.ferris.edu/arts">www.ferris.edu/arts</a> (click Williams Auditorium link).
<b>CANCELLATION POLICY</b>	
Cancellations must be made 2 weeks prior to the reservation date, without penalty. A \$50.00 charge will be assessed to all University related activities cancelled within the two weeks of the event. Non-University activities will forfeit their deposit.	

<b>OTHER MISCELLANEOUS CHARGES</b>	
Late Registration Fee	\$100.00
Deferred Payment Plan Fee	\$30.00 semester
NSF Check	\$25.00 minimum
Stop Payment Fee (Lost Check)	\$25.00
Replacement I.D. Card	\$25.00
Re-Initiation Fee (electronic checks that do not clear)	\$25.00
Special Accounts Payable Check Outside of Schedule	\$25.00

**TENT CHARGES (PHYSICAL PLANT)**

10 x 10 Tent	\$ 100.00*
15 x 15 Tent	\$ 100.00*
20 x 20 Tent	\$ 200.00*
30 x 45 Tent	\$ 700.00*

\*These charges include set up.

**Campus Services Rates - table/chair rates for off campus activities or non-related FSU on-campus activities (i.e. conferences)**

Selection	Table/Chairs	Day Rate
#1	1-10 tables/1-80 chairs	\$50.00
#2	11-25 tables/81-200 chairs	\$75.00
#3	26-200 tables/201+ chairs	\$100.00

Person/group requesting table/chairs will be responsible in the event of damage or mis-use or lost items.

**Rates are delivery and pickup only. Set up is not available.**

**A cleanup fee of \$3.00 per table and \$1.00 per chair will be charged if units are not returned in usable condition.**

Replacement cost, folding chair - \$45.00/each

folding table - \$120.00/each

Please schedule table and chair work orders 3 days in advance to insure timely arrival (Due to time constraints, work orders with less than 3 days notice may not be delivered).

Under any area that is leasing/renting space (Williams Auditorium, Top Taggart Football Field, Student Recreation Center, Sports Complex, FLITE facility, Ice Arena) - please put the following wording - "**Physical Plant services will be assessed at cost**".

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