

MEMORANDUM

TO: All Members of the University Community

FROM: Jim Bachmeier
Vice President for Administration & Finance

RE: University Rate Schedule 2020-2021

DATE: July 1, 2020

- Rates for the 2020-21 fiscal year will take effect on July 1, 2020

PUBLISHED IN ALPHABETICAL ORDER

DINING SERVICES

The Rock and Quad Cafés	FSU Faculty and Staff	Guests ages 12 & up	Guests ages 4 - 11
Breakfast	\$ 6.75	\$ 7.75	\$ 5.00
Lunch	\$ 9.00	\$ 11.00	\$ 7.50
Dinner and Late Night	\$ 10.00	\$ 12.00	\$ 8.00

*Faculty and staff receive a 10% discount at all other retail locations.

EARLY LEARNING CENTER WEEKLY TUITION RATES

# of Days	FSU Student Rate			Non-Student Rate		
	M – F 5 days	M/W/F 3 days	T/R 2 days	M – F 5 days	M/W/F 5 days	T/R 2 days
Infant/Toddler	\$215	\$160	\$114	\$244	\$186	\$136
Preschool	\$174	\$129	\$ 92	\$201	\$146	\$115

EWIGLEBEN SPORTS CENTER – ICE ARENA

	General Public	FSU Student Organization
Main Sheet	\$ 230/hour (prime time – 7am-11pm weekends, 5-11pm weekdays) \$ 170/hour (non-prime time)	\$ 162/hour (anytime)
Studio Rink	\$115/hour	\$ 105/hour

Note: All rates based on 50 minute hour

EWIGLEBEN SPORTS CENTER – ICE ARENA (Cont.)

Public Skating Sessions		
Open Skating Sessions	Hours	Fee
Any public skate	2-4pm Sunday 9-11pm Thursday; and 7-9pm on all non-hockey Saturdays	Skate Rental: \$2 \$ 6/adults; \$ 5/students (18 years or younger or FSU student with valid ID)
Open Hockey		
Admission \$6		
Sticks-N-Pucks \$8		

Physical Plant services will be assessed at cost.

FACULTY CENTER FOR TEACHING & LEARNING – DIGITAL SERVICES (formerly part of Media Production)

Item		Some Rate Changes		
		FSU Instruction	FSU Dept./Student	Public
Labor	Hour	\$0	\$0	\$50
Labor – Student	Hour	\$0	\$15	\$30
Video Editing	Hour	\$0	\$62.50	\$80
Captioning	Minute	\$0	\$2.50	N/A
Field Production	Hour	\$0	\$62.50	\$100
MP Studio	Hour	\$0	\$62.50	\$100
Media Setup Charge		\$0	\$6.25	\$10
Media Labels – Disc Print Full	Per Item	\$0	\$.32	\$.50
Media Labels – Disc Print Reg	Per Item	\$0	\$.20	\$.32
Media Storage – Clam Shell Vinyl	Per Item	\$0	\$.24	\$.38
Media Storage – DVD Wallet Case	Per Item	\$0	\$.40	\$1.28
Media Storage – Jewel Case Slim	Per Item	\$0	\$.28	\$.44
Media Storage – Jewel Case, Std	Per Item	\$0	\$.53	\$.84
Media Storage – Mailer 6x4	Per Item	\$0	\$.25	\$.40
Media Storage – Mailer 9x7	Per Item	\$0	\$.45	\$.72
Media Storage – Sleeve, Paper	Per Item	\$0	\$.07	\$.10
Media Storage – Slim Double PP	Per Item	\$0	\$.16	\$.50
Paper – B&W Laser (11x17)	Per Sheet	\$0	\$.60	\$.60
Paper – B&W Laser (8.5x11)	Per Sheet	\$0	\$.40	\$.40
Paper – Color Laser (11x17)	Per Sheet	\$0	\$1.50	\$1.50
Paper – Color Laser (8.5x11)	Per Sheet	\$0	\$.70	\$.70
Recording Media – Bluray	Per Item	\$0	\$1.25	\$2
Recording Media – CD -/+R	Per Item	\$0	\$.52	\$.82
Recording Media – DVD –R	Per Item	\$0	\$.63	\$1
Recording Media – DVD +R DL	Per Item	\$0	\$1.25	\$2
Slide Scanning	Per Slide	\$0	\$.32	\$1
VHS to Digital	Per Item	\$0	\$10	\$25
Commencement DVD	Per Item	\$0	\$20	\$20

No charge for work or materials related to instructional usage.

FERRIS LIBRARY FOR INFORMATION, TECHNOLOGY, & EDUCATION FACILITIES USE FEES

Room #	A	B	C	D
Type I Spaces: Room 442 (seats 12)	\$0	\$0/hour	\$ 0/hour	\$0/hour
Type II Spaces: Room 133 (seats 30) Room 214 (seats 21) Room 304 (seats 20) Room 438 (seats 25) Room 446 (seats 25)	\$0	\$15/hour	\$20/hour	\$40/hour
Type III Spaces: Room 108 (seats 25) Room 110 (seats 30) Room 112 (seats 30) Room 114 (seats 30)	\$0	\$30/hour	\$45/hour	\$60/hour

Room Types:

- Type I: Have no equipment available in the room.
- Type II: Have a presentation station with computer & projection system, but no student computers
- Type III: Have a presentation station with computer & projection system and student workstations; printing capabilities are available through Papercut printing procedures.

FLITE Patron/User 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.

Equipment Available Upon Request:

- Laptop Computers (Requests to use FLITE laptops in conjunction with room reservations must be received 24 hours in advance of the scheduled event).
- Conference Phone (available in FLITE 108, 112, 438; calling card required)
- Lapel Microphone
- Stacking Chairs

FERRIS LIBRARY FOR INFORMATION, TECHNOLOGY, & EDUCATION FACILITIES USE FEES (Cont.)

Reservations and Regulations for FLITE Rooms:

1. Reservations: FLITE Instructional Studios and Seminar Rooms are reservable through the FLITE Room Reservation System for the purposes of meetings, training, or instruction. Large study groups may reserve the rooms for up to six hours per day. Reservations are suggested at least one week in advance. All reservations are accepted on a first-come, first-served basis. The Ferris State University community will receive priority for FLITE resources, including rooms.
Student instruction conducted by librarians or classroom faculty takes priority in reserving FLITE Instructional Studios. Studios may be reserved for other purposes when not in use for student instruction. Please note that the Instructional Studios are also available for Information Commons overflow.
FLITE reserves the right to limit reservations to one per week for each group/organization or to move meetings or events to maximize the use of the facility for academic pursuits. Any group being moved will be informed at least 14 days in advance of the reservation and FLITE will make every effort to provide alternative space. Because FLITE is not designated as a classroom building, rooms may be reserved for up to 50% of the scheduled class time for the entire semester.
FLITE encourages library users to reserve rooms in advance. We understand, however, that individuals or groups may need to use rooms in FLITE without having made a prior reservation. In these cases, rooms are available "as is," (i.e., additional equipment may not be requested) for Ferris-affiliated faculty, staff, and students upon request as long as the room is not already in use. To use a room without a reservation, ask at the Checkout Desk to make the necessary arrangements.
2. Policies: Groups reserving rooms in FLITE should conform to the FLITE Food and Beverages Policy and should be aware of campus-wide policies that govern the use of all FSU facilities, including Business and Special Expense and Policy on the Use, Rental, Lease of University Facilities.
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. Additional Fees: (a) A cleanup fee of \$25 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 fee may be charged if any space is not returned to its original configuration.
(d) For categories C & D, a \$25 flat fee will be charged for the set-up and removal of any and all additional equipment in each space.
5. Keys: Room keys are available at the FLITE Checkout Desk. A valid FSU ID card is requested for checking out room keys. In lieu of an FSU identification card, a government-issued photo ID will be required. In the event a room key is lost, the appropriate fee will be assessed from the University.

FERRIS 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	\$15	\$25
Med or Large Classroom (no equipment)	\$0	\$15	\$25
Classroom w/ equipment (any size)	\$0	\$25	\$50
Computer lab	\$0	\$50	\$75
Conference Rooms (unless noted elsewhere in rate schedule)	\$0	\$15	\$25
College Specific Rates			
Health Professions Clinics (large or small)	\$0	\$110	\$220
Health Professions Dental Materials Lab	\$0	\$25	\$50
Health Professions Classrooms	\$0	\$25	\$50
Health Professions Conference Room	\$0	\$15	\$25
Technical /equipment-based labs	\$0	\$110	\$175

* 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 offers a full menu of services beyond reserving rooms, to help you with an event including registration software, pre- and post- event budgeting and close-outs as well as on-site help if needed. Please visit www.ferris.edu/cps or call them at 231-591-3803 for rates and information.

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 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 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 .abs 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.)

FERRIS PRINTING SERVICES

Ferris Printing Services Rate Card		
Item		
Walk in copy rates:	One Sided	Two Sided
Black copies on standard white 20# bond 1-250 copies		
8.5 x 11	\$0.15 each	\$0.20 each
11 x 17	\$0.25 each	\$0.35 each
Color copies on standard white 60-70# text 1-100 copies		
8.5 x 11	\$0.50 each	\$0.75 each
11 x 17	\$0.75 each	\$1.25 each

Prices above are for quick copy jobs. Printing jobs are unique in their specifications, paper stocks vary greatly in costs.

Please contact Ferris Printing Services for an estimate on your next project.

GRANGER CENTER ROOM USE POLICY AND FEES

Room #	A	B	C	D
Type I Spaces: Lecture Rooms GRN 105 (cap. 48) GRN 109 (cap. 32) GRN 113 (cap. 48) GRN 117 (cap. 32) GRN 130C (cap 32)	\$0	\$5/hour	\$10/hour	\$15/hour
Type II Spaces: Computer Labs GRN 259 (18 computers) GRN 260 (16 computers) GRN 269 (18 computers) GRN 270 (18 computers)	\$0	\$15/hour	\$20/hour	\$40/hour
Type III Space: Auditorium GRN 102 (cap. 75)	\$0	\$30/hour	\$45/hour	\$60/hour
Type IV Space: Atrium GRN 144 (cap. varies depending on setup)	\$0	\$15/hour	\$20/hour	\$40/hour
Use of Atrium Video Wall	\$0**	\$20/hour	\$30/hour	\$50/hour

GRANGER CENTER ROOM USE POLICY AND FEES (Cont.)

**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/hour. If noise level disturbs academic process, room use will be denied.

***Fee is waived for School of Built Environment, Construction Management Program, HVACR Program, and Architectural and Facility Management Programs.*

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 are on a first-come, first-serve basis. Granger Center administration reserves the right to accommodate groups in other Granger Centerspaces.
- **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 or less must be paid upon reservation. Fees totaling more than \$20 require a 50% deposit (\$20 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 # D38200 10000 38200 153.
- **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.

GRANGER CENTER ROOM USE POLICY AND FEES (Cont.)

➤ 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 GrangerCenter.
- No tobacco products of any kind are allowed.

➤ Additional Fees:

- A cleanup fee of \$25 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 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 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:** The Granger Center uses card swipes for access control. Classroom and computer labs require 24 hour use of the card swipes. Building access after normal business hours requires use of card swipes. It is essential that the user contact the School of Build Environment Secretary in advance (x3773) to arrange for access.

➤ **Supplies:** No supplies are provided such as whiteboard markers, flip charts, etc.

➤ Physical Plant services will be assessed at cost for B, C, or D users.

IT SERVICES (formerly Student Technology Services)

Computer Service Fees	
Basic Computer Service – Labor	
Problem Diagnostic and Repair	\$30
Data Recovery	\$30 + Cost of Software
Extensive Computer Service - Labor	
Rebuild Computer and Reload Software	\$50 + Cost of Software
Hardware Replacement and Rebuild	\$50 + Cost of Hardware
DELL Warranty Replacement	No Charge
Software - Adobe	Current Cost

IT SERVICES (Cont.)

Virtual Server	
• Processor: price per CPU	\$60.00
• Memory: price per Gb	\$30.00
• Storage: price per Gb, sold in 100 Gb increments (if additional storage is desired above base storage allocation of 50Gb)	\$1.50
• Backups	
○ Per Gb; 1 month	\$2.50
○ Per Gb; 6 months includes 30 days onsite plus tape backups removed to offsite storage	\$2.75
○ Per Gb; 12 months includes onsite plus tape backups removed to offsite storage	\$3.00

IT SERVICES (formerly Telecommunications)

Phone Fees	
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
Unified Messaging	\$15.00/month
Telecommunications Fee	\$25.00/as needed
Cable TV Non-Student	\$20.00/month

JANKE GOLF LEARNING CENTER RATES

Monday - Thursday	Friday - Sunday
\$35	\$40

KATKE GOLF COURSE (2020 - 2021 Fees)

Golf Fees	Monday - Friday	Saturday - Sunday
General Public		
18-Holes of Golf with Cart	\$39	\$49
18-Holes of Golf	\$25	\$35
9-Holes of Golf with Cart	\$20	\$25
9-Holes of Golf	\$15	\$20
Junior & Senior (Juniors 17 & younger, Seniors 60 & older)		
18-Holes of Golf with Cart	\$29	\$29
18-Holes of Golf	\$20	\$20
9-Holes of Golf with Cart	\$20	\$20
9-Holes of Golf	\$15	\$15
FSU Student		
18-Holes of Golf with Cart	\$24	\$24

KATKE GOLF COURSE (Cont.) (2020-2021 Fees)			
18-Holes of Golf	\$15	\$15	
9-Holes of Golf with Cart	\$15	\$15	
9-Holes of Golf	\$10	\$10	
FSU Faculty & Staff			
18-Holes of Golf with Cart	\$29	\$29	
18-Holes of Golf	\$20	\$20	
Golf Fees	Monday - Friday	Saturday - Sunday	
9-Holes of Golf with Cart	\$20	\$20	
9-Holes of Golf	\$15	\$15	
D.O.G. Family Tee (Juniors 12 & younger play FREE!)			
9-Holes of Golf	\$5	\$5	
Cart Fees			
18-Hole Cart Fee	\$15		
9-Hole Cart Fee	\$10		
Push Cart Fee (9 or 18 Holes)	\$5		
Seasonal Golf Membership Fees (April-October)			
	Single	Couple/Family 2	Family 3+
Seasonal (Public)	\$600	\$700	\$775
FSU Faculty & Staff	\$500	\$600	\$675
Sixty Plus (60 years of age and older)	\$450	\$550	n/a
FSU Student (Full Season)	\$275	n/a	n/a
FSU Student (Fall Semester)	\$125	n/a	n/a
FSU Student (Spring Semester)	\$100	n/a	n/a
FSU Student (Summer Semester)	\$150	n/a	n/a
Emeriti (88 & Prior)	\$0	\$0	n/a
Emeriti (89- 00)	\$335	\$395	n/a
Emeriti (01-Future)	\$490	\$565	n/a
Youth (17 years of age and younger)	\$175	n/a	n/a
Seasonal Golf Membership Service Fees			
	Single	Couple/Family 2	Family 3+
Season Cart (Unlimited)	\$400	\$600	\$700
Pre-Paid Cart Pass #1 (Limited)	\$150	n/a	n/a
Pre-Paid Cart Pass #2 (Limited)	\$250	n/a	n/a
Season Range (Unlimited)	\$275	\$375	\$450
Pre-Paid Range Pass (Limited)	\$200	n/a	n/a
Practice Facility Fees			
Range Token (50 Balls)		\$7	
3-Holes of Golf		\$5	
3-Holes of Golf with Cart		\$10	
Range Token & 3-Holes of Golf		\$12	
Practice Facility Full Season Use Single		\$350	
Practice Facility Full Season Use Couple/Family 2		\$450	
Practice Facility Full Season Use Season Family 3+		\$525	

Practice Facility Full Season use includes unlimited use of the practice range and play on holes 19-21 for the season (April-October).

PGA Golf Instruction & Club Fitting Fees	
30-Minute Lesson	\$40
60-Minute Lesson	\$70
90-Minute Lesson	\$100
9-Hole Playing Lesson	\$150
18-Hole Playing Lesson	\$250
Youth / Student Lesson (40 minutes)	\$40
TrackMan Fitting (75 minutes)	\$100
Golf Equipment Rental Fees	
9-Hole Club Rental	\$15
18-Hole Club Rental	\$25
Clubhouse Rental Fees	
Season Locker Rental Fee (April-Oct)	\$75
Semester Locker Rental Fee	\$50
Full Day Rental Multi-Purpose Room	\$200
½ Day Rental Multi-Purpose Room	\$125
Hourly Rental Multi-Purpose Room	\$50
Wedding Site Rental Fee	\$750

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 \$18.00/hr.

Including: Addressing, Banding, Barcodes, Boxing/Bagging, Indicia's, Mail identifies, Reports,
On request print reports as to why addresses are undeliverable.

Removes duplications and non-qualifying undeliverable addresses

MOTOR POOL

*1	Passenger cars	\$.53/mile
*2	Mini van	\$.63/mile
*3	10 passenger van	\$.69/mile
a	36 passenger Bus	\$2.70/mile
b	Bus in state	\$3.82/mile
	Bus out of state	\$3.72/mile

- * Minimum daily charge (or portion of day): 1) \$53.00; 2) \$63.00; 3) \$69.00
- a Minimum daily charge (or portion of day): \$ 270.00
Excludes meals, lodging, parking, & toll expenses for driver.
- b Minimum daily charge (or portion of day): \$372 - \$382.
Excludes meals, lodging, parking, & toll expenses for driver.

Cancellation Policy:

1. Via email with 24 hour notice, no charge.
2. No Shows without email 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. A \$0.50 fuel change would result in a \$0.02 per mile
- Change in car and van rate adjustment applied to the above printed rates. A similar fuel change would result in a \$0.06 per mile change for the bus. These adjustments would either go up or down dependent upon fuel prices.
- Bus Schedules – Motor Pool reserves the right to adjust bus schedule for operational needs (i.e., campus tour schedule or regional use versus a long distance trip). This may include using a third party chartered bus in place of a previously scheduled University bus. In the event that a third party charter is necessary the user department serviced by the charter will be responsible for the full cost of the charter including assessed fees.

Equipment Rentals	Day Rate	Weekly Rate
Genie Small #1997	\$30	
Genie Small #2000	\$30	
Genie Large AWD	\$60	
Scissor Lift 2632	\$60	
Zoom Boom TH63	\$100	
Power Trailer, Generators	\$350	\$1,250

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.

OTHER MISCELLANEOUS CHARGES

Student Taxpayer Identification Number Fee	\$100
Late Registration Fee	\$100
Payment Plan Fee	\$ 30 semester
NSF Check	\$ 25 minimum
Stop Payment Fee (Lost Check)	\$ 25
Replacement I.D. Card	\$ 25
Special Accounts Payable Check Outside of Schedule	\$ 25
Non-Ferris Alumni Teacher Certification Renewal	\$ 65
Wireless Credit Card Terminal Rental	\$5.00 per day per device
Marketplace Ustore Product Sales Fee	2.85% of sales volume
Pathpath Service Fee (use of credit card to pay tuition & room and board)	2.85%

PHOTOGRAPHIC SERVICES DEPARTMENT

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:

Type	Color ¹
4 x 6 Print	\$2
5 x 7 Print	\$7
8 x 10 Print	\$12
11x 14 Print	\$30
After-hour/weekend service	\$50

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.

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.

PHYSICAL PLANT - TENT CHARGES

10 x 10 Tent	\$ 100*
13 x 13 Tent	\$ 100*
20 x 10 Tent	\$ 200*
30 x 45 Tent	\$ 700*

* Above charges include set up Monday – Friday from 7:00am – 3:30pm.

Additional charges may apply if set up is to be completed outside of normal business hours. Contact Grounds Supervisor for additional charge information.

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
#2	11-25 tables/81-200 chairs	\$ 75
#3	26-200 tables/201+ chairs	\$100

Person/group requesting table/chairs will be responsible in the event of damage, misuse or lost items.

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

A cleanup fee of \$3/per table and \$1/per chair will be charged if units are not returned in usable condition.

Replacement cost: Folding chair - \$ 45/each & Folding table - \$120/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).

PUBLIC SAFETY

Automobile Registration Fee	
Fall/Winter/Spring semesters	\$130
Fall/Spring semesters	\$90*
Part Time (per semester)	\$30*
Temporary (per day)	\$2
Temporary (per week)	\$10
Temporary for disabled vehicle	\$1**
Replacement w/Permit	\$1
Replacement w/o Permit	\$130 (prorated per semester)
Motorcycles/Mopeds	\$35 for Fall/Winter/Spring semesters

*No refunds after first two weeks of each semester

** For a disabled vehicle, students are allowed two temporary permits per year, for a maximum of one week each permit.

PUBLIC SAFETY (Cont.)

Parking Violations Fine Schedule		After 5 days (120 hours)
Unregistered Vehicle	\$20	\$25
Unlawful Display of Permit	\$20	\$25
Parked in Handicap Zone	\$100	\$100
Drive/Park in Restricted Area	\$20	\$25
Meter Violation	\$10	\$15
Parking Prohibited 2-6am	\$20	\$25
Other	\$20	\$25
Police Reports	\$5	
Preliminary Breath Test and Tube	\$5	
Schedule Police Officer Overtime Cancellation Fee**	\$50	

**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

Membership Fees	Faculty/ Staff Dues (per semester)	Faculty/Staff Dues Summer	Faculty/Staff Dues Yearly
Single	\$151	\$67	\$281
Student Spouse	\$82	\$46	
Couple	\$225	\$93	\$422
Family of 3 or more	\$266	\$107	\$484
Emeriti	\$155	\$67	\$278
Emeriti/Monthly	\$48	\$72	\$82
Membership Fees	Public Dues	Public Dues Summer	Public Yearly
Single	\$227	\$93	\$422
Couple	\$335	\$139	\$618
Family of 3 or more	\$397	\$160	\$721

Senior Discount

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

Day Pass for Racquet Center

All non-members must purchase a Day Pass at the rate of \$8.00 Adults, \$5.00 under 18. Day pass includes access to weight room, aerobic room, lockers, showers, sauna, outdoor tennis, and fitness classes.

Racquet & Fitness Center Court Fees	Members	Non Members
Indoor Tennis	\$15/hr/court	\$15/hr/court with \$8 day pass per person
Outdoor Tennis	Free	Free with \$8 day pass per person
Racquetball	\$15/hr	\$15/hr with \$8 day pass per person
Wallyball	\$18/hr (includes net & ball)	\$18/hr (includes net & ball) with \$8 day pass per person

RACQUET & FITNESS CENTER/STUDENT RECREATION CENTER JOINT (Cont.)

Fitness Classes	Racquet Facility	Student Rec.
Members	\$4.00/Class	\$3.50/Class
Non-member*	Free with \$8 day pass	\$8.00/Class
*rate provides a Day Pass with facility access		

Building Rentals

Tennis Court	*Basic fee of \$30/hr. Set-up & take down: \$10/hr.
Fitness/Aerobic Room	*Basic fee of \$30/hr. Set-up & take down: \$10/hr.

*attendant salary not included.

Lessons	
Private tennis lesson Assistant Pro	\$26/hr; \$30/hr non-member
Private tennis lesson USPTA Head Pro	\$ 44/hr; \$47/hr non-member

SOUTH EAST ATHLETIC FIELDS (SAF)

	Recognized FSU Student Organizations (no admission)	Recognized FSU Affiliated Organizations/Groups (if charging admission)	General Public	General Public Charging Admission/Entry Fee
Synthetic Turf Field (SAF-Turf)	\$55/hour	\$110/hour	\$75/hour	\$150/hour
Soccer/Grass Field*	\$50/hour	\$110/hour	\$75/hour	\$150/hour
Practice Grass Field	\$30/hour	\$50/hour	\$40/hour	\$60/hour
Other terms, conditions and fees may apply to rentals, including labor costs and set up fees, including but not limited to: tables/chairs, staging, ticket office, cleaning, etc. Each rental and contract will be handled separately and special needs will be discussed and included at time of contract.. Deposits could be required. *Additional fee for grass field striping, snow removal, or other Physical Plant work orders				

SPORTS COMPLEX

Facility	Recognized FSU Student Organizations (no admission)	Recognized FSU Affiliated Organizations/Groups (if charging admission)	General Public	General Public Charging Admission/Entry Fee
Wink Arena	\$55/hour	\$110/hour	\$65/hour	\$150/hour
Volleyball Arena	\$35/hour	\$ 55/hour	\$45/hour	\$ 65/hour
Multi-purpose Room	\$45/hour	\$ 65/hour	\$65/hour	\$ 95/hour
Meeting Room	\$10/hour	\$ 15/hour	\$25/hour	\$ 40/hour
Main Concourse	\$50/hour	\$75/hour	\$50/hour	\$75/hour
Other terms, conditions and fees may apply to rentals, including labor costs and set up fees, including but not limited to: floor coverings, tables/chairs, staging, ticket office, cleaning, etc. Each rental and contract will be handled separately and special needs will be discussed and included at time of contract. In most instances, a "Day Rate", equal to an eight hour rental, will be established for those events requiring over eight hours of rental time on one calendar day.				
Technology Fee (Music/Mics)		\$25 per Event	All Organizations/All Events	

Physical Plant services will be assessed at cost.

STUDENT RECREATION CENTER

Category:

- A. Student Group – FSU registered student organization with no admission charge or fees associated with the event.
- B. University Groups and Charging Student Groups – University departments with or without revenue associated with the event and FSU registered student organizations with admission charges or fees associated with the event.
- C. Outside Groups – Any non-FSU groups.

All pricing is on a per hour basis.

Facility Space	Student Group Not charging admission	University Group & Student Group (if charging admission)	Outside Group
Gym/Court	\$15	\$25	\$ \$40
Gym/Whole	\$45	\$ 75	\$ 120
Pool (includes hot tub)	\$25	\$45	\$ 75
Classroom	No Charge	\$10	\$20
Fitness Studio	\$15	\$30	\$60
Climbing Wall*	\$20	\$40	\$80

STUDENT RECREATION CENTER (Cont.)

All groups must pay staffing according to University Recreation standards.

*The number of lifeguards and climbing wall staff is at the discretion of University Recreation and will be charged at the current wage per hour per staff member.

*The pool has a maximum of 75 persons. The Climbing Wall has a maximum of 14 persons.

1. There is a \$ 10.50/hour head supervisor fee to open and close the facility outside of posted hours.
2. A clean up fee may be assessed for an excessive mess in the facility or with equipment rental / usage at a minimum charge of \$25 and maximum charge of actual cost.
3. Any damage to the facility/equipment will be charged to the organization or responsible person at a minimum charge of \$25 and maximum charge of actual cost.
4. Reservations will require payment two weeks prior to event.

Physical Plant services will be assessed at cost.

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/day Monday-Friday.

Day Pass

All Recreation Center non-members must purchase a day pass to use the facilities, unless covered by the walking pass above. Recreation Center Day passes are \$8. Five years of age and under are free.

Cancellation Policy: Cancellations must be made 72 hours prior to the event or a \$25 charge will be assessed.

SUMMER CONFERENCE	
Rates for Summer 2021	
Rooms	Summer 2021
Single	\$ 30.00
Double	\$ 24.00
Meals	
Full day	\$ 29.00
Breakfast	\$7.00
Lunch	\$10.00
Dinner	\$12.00
East Campus Suite Usage – Requires pre-approval	Daily Rates
Short term – 14 days \leq or less	\$65.00

TOP TAGGART FOOTBALL FIELD

Recognized FSU Student Organizations (no admission)	Recognized FSU Affiliated Organizations/Groups (if charging admission)	General Public	General Public Charging Admission/Entry Fee
\$60/hour	\$110/hour	\$ 80/hour	\$150/hour
Other terms, conditions and fees may apply to rentals, including labor costs and set up fees, including but not limited to: floor coverings, tables/chairs, staging, ticket office, cleaning, etc. Each rental and contract will be handled separately and special needs will be discussed and included at time of contract. In most instances, a “Day Rate”, equal to an eight hour rental, will be established for those events requiring over eight hours of rental time on one calendar day.			
Light Fee (TTF)	\$20 per Event	All Organizations/All Events	

TRAVEL AND SUBSISTENCE – Refer to Transportation & Travel Business Policy

UNIVERSITY CENTER RENTAL RATES

Category Definitions

A	FSU-Registered student organizations 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. Non-Profit Organization with a federal tax-free number.
C	All other non-University Groups

General Purpose Rooms/Spaces

Facility Space	Capacity	Category A	Category B	Category C
16	30	\$0	4 Hours or less \$100 Up to 8	4 Hours or less \$150 Up to 8
112	8	\$0	4 Hours or less \$100 Up to 8	4 Hours or less \$150 Up to 8
116	30	\$0	4 Hours or less \$100 Up to 8	4 Hours or less \$150 Up to 8
122	12	\$0	4 Hours or less \$100 Up to 8	4 Hours or less \$150 Up to 8
123	12	\$0	4 Hours or less \$100 Up to 8	4 Hours or less \$150 Up to 8
124	12	\$0	4 Hours or less \$100 Up to 8	4 Hours or less \$150 Up to 8
125	12	\$0	4 Hours or less \$100 Up to 8	4 Hours or less \$150 Up to 8
203*	32	\$0	4 Hours or less \$100 Up to 8	4 Hours or less \$150 Up to 8
209	30	\$0	4 Hours or less \$100 Up to 8	4 Hours or less \$150 Up to 8
211	21	\$0	4 Hours or less \$100 Up to 8	4 Hours or less \$150 Up to 8
213	30	\$0	4 Hours or less \$100 Up to 8	4 Hours or less \$150 Up to 8
216	8	\$0	4 Hours or less \$100 Up to 8	4 Hours or less \$150 Up to 8
217	36	\$0	4 Hours or less \$100 Up to 8	4 Hours or less \$150 Up to 8

UNIVERSITY CENTER RENTAL RATES (Cont.)

General Purpose Rooms/Spaces

Facility Space	Capacity	Category A	Category B	Category C
202 (A,B,C)	400 Banquet 600 Auditorium	4 Hours or less \$150 Up to 8 Hours \$300	\$600	\$900
202A	120 Banquet 60 Conference 180 Auditorium	4 Hours or less \$50 Up to 8 Hours \$100	\$200	\$300
202B	120 Banquet 60 Conference 180 Auditorium	4 Hours or less \$50 Up to 8 Hours \$100	\$200	\$300
202C	120 Banquet 60 Conference 180 Auditorium	4 Hours or less \$50 Up to 8 Hours \$100	\$200	\$300

Facility Space	Capacity	Category A	Category B	Category C
History Lounge (4 or more tables, or hosting of an event)	Determined at pre event meeting.	NA	\$100.00	\$150.00
Rankin Lounge (4 or more tables, or hosting of an event)	Determined at pre event meeting	NA	\$100.00	\$150.00
Backdrop Fee (up to 16 feet long)	NA	NA	\$50.00 (+labor)	\$50.00 (+labor)
Backdrop Fee (over 16 feet long)	NA	NA	\$75.00 (+labor)	\$75.00 (+labor)
Tabling	NA	NA	\$200.00	\$300.00

Additional Costs/Supplemental Charges

Executive Conference Room reserved with permission from UC Staff, one hour minimum required.

Multi-Purpose room rate is based on event services four (4) hours or less; or up to eight (8) hours based on 8:00 a.m.-4:00 p.m. & 4:00 p.m.-12:00 a.m. All other rooms are an hourly rate with a two hour minimum required for categories B-C.

UNIVERSITY CENTER RENTAL RATES (Cont.)

Notice of Cancellation Guidelines

Facility Space	University Departments & RSO's	Non-Profit Organizations	Non-University Groups
Conference Rooms	48 Hours	7 Days	7 Days
Multi-Purpose	60 Days	60 Days	60 Days

Overtime Charges

Position	Hourly
Set-Up Coordinator	\$70
Student Set Up	\$15
Student Manager	\$20

Table Space	University Departments & RSO's	Non-Profit Organizations	Non-University Groups
Various	\$0	\$100	\$300

Deposits per day (with facility contract)

Facility Space	Deposit
16	\$50
112	\$50
116	\$50
122	\$50
126	\$50
203*	\$50
209	\$50
211	\$50
213	\$50
216	\$50
217	\$50
202A	\$50
202B	\$50
202C	\$50
202 AB/BC	\$100
202	\$200

Facility Regulations for University Center:

1	Special accommodations may incur overtime charges per event/organization. Please see fee schedule.
2	Set up and take down fee may be assessed (min. of \$25 or actual cost). Tables and chairs must be returned to original setup or charges may apply.
3	A clean up fee may be assessed for an excessive mess in the facility (a minimum fee of \$25 or actual cost).
4	Additional fees may be assessed for equipment rental.
5	Any damage to the facility/equipment will be charged to the sponsoring organization or person at a minimum rate of \$25 or actual cost of repairs.
6	Reservations not charged to a University budget will require a deposit at the time of reservation, with the balance being paid in full two weeks prior to the event.
7	Meals & refreshments (except wedding cakes) served in the University Center must be reserved through FSU Catering or Dining Services. A charge of \$50 or \$1 per person, whatever is greater, will be assessed to groups violating this policy. Future reservations may be cancelled or denied.

WEST CAMPUS COMMUNITY CENTER

Category:

- 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---- 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---- All other non-University groups.

WEST CAMPUS COMMUNITY CENTER (Cont.)

Category	A	B	C
Multi-Purpose Room	\$0	\$20 hour \$55/½ day \$110 full day	\$35/hour \$125/½ day \$225/full day
Room 109, Room 111, Room 112	\$0	\$8/hour \$20 ½ day \$40 full day	\$12/hour \$35/½ day \$70/full day
LCD projector (1/2 or full day)	\$0	\$50/\$100	\$50/\$100
TV/VCR/DVD or overhead projector/cart (1/2 or full)	\$0	\$15/\$25	\$15/\$25
Room rates by the full hour; partial hour use equates to next full hour charge. Rates assume regular room set up.			
Cancellation Policy: Cancellations must be made 48 hours prior to the event or a \$30 charge will be assessed.			

Facility Regulations for West Campus Community Center:

1. Category C payments: Fees totaling \$25.00 or less must be paid upon confirmation of reservation. Fees totaling more than \$25.00 require a 50% deposit upon confirmation of 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 Ferris State University.
2. All reservations subject to terms and conditions of University Facility Use Agreement.
3. For groups larger than 80, a set-up fee (minimum \$25.00) will be assessed.
4. For events held outside normal operation hours, an attendant fee of \$18/hour (2 hour minimum) will be assessed regardless of University affiliation.
5. Physical Plant services (clean up fee) will be assessed at cost (minimum \$25) for category B and C users.

WHEELER PAVILION

	A	B	C
2 ND Floor – full room	\$50/hour	\$50/hour	\$75/hour
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 hour 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.
- 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.

Physical Plant services will be assessed at cost for category B and C users.

WILLIAMS AUDITORIUM

	RSO/Faculty/Staff	Community/Non-Profit	Commercial
Ticketed Event (Rental Fee)	\$600.00	\$800.00 plus 5% of credit card sales	\$1700.00 plus 5% of credit cards sales
Non-Ticketed Event (Rental Fee)	\$400.00	\$575.00	\$1050.00
College of Arts and Sciences, Academic Affairs Office, President's Office, Enrollment Services	None	NA	NA
Rehearsal on Stage (per day)	\$100.00	\$100.00	\$100.00
Stage Management Fee (Assessed to all users)	\$30.00/hr.	\$30.00/hr.	\$30.00/hr.
Adult Stage Technician	\$17.00/hr.	\$19.50/hr.	\$19.50/hr.
Student Labor (Stagehands)	\$10.50/hr.	\$12.00/hr.	\$12.00/hr.
Student Custodial	\$9.50/hr.	\$11.00/hr.	\$11.00/hr.
Sub-contracted Labor	Cost	Cost	Cost plus 10%
Custodial/Physical Plant Charges	Cost	Cost	Cost
Concessions	\$50.00	\$50.00	\$40.00/table plus 15% of sales
Grand Piano	\$160.00/tuning \$25.00 access fee	\$160.00/tuning, \$25.00 access fee	\$160.00/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.		

WILLIAMS AUDITORIUM RENTAL REGULATIONS

- All reservations subject to terms and conditions of University Facility Use Agreement and Williams Auditorium Operating Policy Manual. Copy available at www.ferris.edu/arts (click Williams Auditorium link).

CANCELLATION POLICY

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.

Physical Plant services will be assessed at cost.