

MEMORANDUM

TO: All Members of the University Community

FROM: Amanda Matheson
Vice President for Administration & Finance

RE: University Rate Schedule 2024 - 2025

DATE: May 20, 2024

- Rates for the 2024-2025 fiscal year will take effect on July 1, 2024
- Katke Golf Course rates run January 1 – December 31, 2025.

PUBLISHED IN ALPHABETICAL ORDER

CATERING SERVICES

	Summer 2024	Per Event/Per Attendant
Late Order Fee (8 to 14 days prior to Event)	\$ 25.00	Per order
Rush Order Fee (Order received within 7 days of Event)	\$ 50.00	Per order
Delivery Fee (outside of DEC, delivery & pickup)	\$35.00	Per order
Refresh Fee (outside of DEC, per trip)	\$35.00	Per trip
Cancellation Fee (8 to 14 days prior to Event)	25% of Order	Per Event
Cancellation Fee (7 days prior to Event)	50% of Order	Per Event
Serving Staff – Served Meal 4 hours (first 4 hours)	\$48.00	Per Attendant
Serving Staff – Served Meal each additional hour	\$15.00	Per Attendant
Bartender Fee – Four Hour Event Maximum	\$150.00	Per Attendant
Beer/Wine Bar Set Up Fee (per Bar)	\$50.00	Per Event
Beer/Wine/Spirits Bar Set Up Fee (per Bar)	\$150.00	Per Event

DINING SERVICES – Faculty, Staff & Guests

The Rock and Quad Cafés	FSU Faculty and Staff	Guests ages 12 & up	Guests ages 4 - 11
Breakfast	\$7.90	\$8.95	\$6.85
Lunch & Dinner	\$12.10	\$14.20	\$10.50

DINING SERVICES – Admissions, Orientations & Athletic Recruiting

The Rock and Quad Cafés	Admissions	Orientation	Athletic Recruiting
Breakfast	\$5.50	\$5.50	\$5.50
Lunch & Dinner	\$8.00	\$8.00	\$8.00

DAVID L. EISLER 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

Ballrooms & Facility Spaces

Facility Space	Capacity	Category A	Category B	Category C
Single Ballroom	120 Banquet 60 Conference 180 Auditorium	4 Hours or less \$50 Up to 8 Hours \$110	\$30 0	\$400
Two Ballrooms	120 Banquet 60 Conference 180 Auditorium	4 Hours or less \$100 Up to 8 Hours \$200	\$60 0	\$800
Three Ballrooms	400 Banquet 500 Auditorium	4 Hours or less \$150 Up to 8 Hours \$300	\$90 0	\$1200
Conference Rooms			4 Hours or less \$150 Up to 8 Hours \$300	4 Hours or less \$150 Up to 8 Hours \$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.

Ballroom 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.

DAVID L. EISLER 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
Ballroom	60 Days	60 Days	60 Days

Overtime Charges

Position	Hourly
Set-Up Coordinator	\$80
Student Set Up	\$15
Student Manager	\$20

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

Equipment Charges

Stage Set up	\$15 per piece of stage
Stage Back Drop	\$20 per 5' section
Portable Sound	\$200 per event

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 David L. Eisler 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.

EARLY LEARNING CENTER WEEKLY TUITION RATES

Infant/Toddler/Tyke						
	7:30a-4:30p Monday-Friday Weekly Rate		7:30a-4:30p M/W OR T/TH Weekly Rate		7:30a-4:30p Friday Weekly Rate	
	Current	3%	Current	3%	Current	3%
Student	\$209	\$215	\$86	\$89	\$43	\$44
Non-Student	\$261	\$269	\$108	\$111	\$54	\$55
Preschool						
	7:30a-4:30p Monday-Friday Weekly Rate		7:30a-4:30p M/W OR T/TH Weekly Rate		7:30a-4:30p Friday Weekly Rate	
	Current	3%	Current	3%	Current	3%
Student	\$171	\$176	\$71	\$73	\$35	\$36
Non-Student	\$214	\$221	\$88	\$91	\$44	\$45
GSRP After school						
	2:30p-4:30p Monday-THURSDAY Weekly Rate		2:30p-4:30p M/W OR T/TH Weekly Rate		7:30a-4:30p Friday Weekly Rate	
	Current	3%	Current	3%	Current	3%
One rate only	\$32	\$33	\$16	\$17	\$35	\$36

FACILITIES MANAGEMENT - MAIL CENTER

Inter-campus 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 \$22.00/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

FACILITIES MANAGEMENT – TRANSPORTATION SERVICES

*1	Passenger cars	\$.64/mile
*2	Mini van	\$.76/mile
*3	9 passenger van	\$.84/mile
b	Bus	\$4.75/mile

* Minimum daily charge (or portion of day): 1) \$64.00; 2) \$76.00; 3) \$84.00

** Minimum daily charge (or portion of day): \$475.00

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:

\$100.00 when user leaves vehicle in a condition needing excessive (beyond normal) clean-up.

- Due to the extreme volatility of the fuel market, Transportation Services 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 \$0.05 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 – Transportation Services 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.
- For Travel & Subsistence – refer to the Transportation & Travel Business policy.

FACILITY MANAGEMENT – EQUIPMENT RENTALS

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 Transportation Services 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.

FACILITY MANAGEMENT – AVAILABLE TENTS

10 x 10 Tent (2)
13 x 13 Tent (2)
20 x 10 Tent (1)
26 x 13 Tent (2)
26 X 26 Tent (1) (created by connecting the (2) 26 x 13)

- Tents are available on a first come, first serve basis.
- Please turn in customer requests a minimum of seven (7) days prior to your event to ensure timely set up.
- Set up and tear down will take place Monday through Friday from 7:00 a.m. – 3:30 p.m. with no charge for the tents unless damage has occurred.
- Charges will apply if set up/tear down is to be completed outside of normal business hours. Contact Facilities Management for determining if that charge is applicable.

FACILITY MANAGEMENT – CAMPUS SERVICE RATES

Table/chair rates for off-campus activities or non-FSU related 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

- Please schedule table and chair work orders a minimum of three (3) days in advance to ensure timely arrival (Due to time constraints, work orders with less than 3 days' notice may not be delivered).
- Setup may be available upon request for a fee (at cost) if additional assistance is needed.
- Rates are for delivery and pickup only, Monday through Friday from 8:30 a.m. – 4:30 p.m. Additional charges may apply if delivery and/or pick up is to be completed outside of normal business hours. Contact Facilities Management for additional rate information.
- Person/group requesting tables and/or chairs will be responsible in the event of damage, misuse, or lost items.
- A cleanup fee of \$3 per table and \$1 per chair will be charged if units are not returned in usable condition.
- Replacement costs: Chairs \$75 each; Tables \$250 each; and Plywood \$40 each.

FACULTY CENTER FOR TEACHING & LEARNING – DIGITAL SERVICES

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 – Blu-ray	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 (FLITE) 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).
- Digital document cameras are available for checkout for use with the room projection systems.
- Conference Phone (available in FLITE 108, 112, 438; calling card required)
- Lapel Microphone
- Stacking Chairs

FERRIS LIBRARY FOR INFORMATION, TECHNOLOGY, & EDUCATION (FLITE) USE FEES (cont.)

Reservations and Regulations for FLITE Rooms:

1. Reservations: FLITE Instructional Studios and Seminar Rooms can be reserved 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, and 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.

CORPORATE & PROFESSIONAL DEVELOPMENT

If you are planning continuing education or a professional program, Corporate & Professional Development can partner with you to help manage your event. Please visit www.ferris.edu/cpd for rates and information.

All non-Ferris organizations must:

- Contact Corporate & 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.

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.

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 at print@ferris.edu for estimates.

GRANGER CENTER ROOM USE POLICY AND FEES

Room #	A	B	C	D
Type I Spaces: Lecture Rooms GRN 105 (cap. 38) GRN 109 (cap. 32) GRN 113 (cap. 36) 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
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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 #G38200 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.
- **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.

GRANGER CENTER ROOM USE POLICY AND FEES (Cont.)

➤ **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.
- Facility Management services will be assessed at cost for B, C, or D users (listed above).

IT 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.)

Phone Fees

Cable TV Non-student	\$20/month
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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	
o Per Gb; 1 month	\$2.50
o Per Gb; 6 months includes 30 days onsite	\$2.75
o Per Gb; 12 months includes onsite	\$3.00

JANKE GOLF LEARNING CENTER RATES

Monday – Thursday (per hour)	Friday – Sunday (per hour)
\$40 (before 2 p.m.)	\$60
\$50 (after 2 p.m.)	

KATKE GOLF COURSE (runs January 1 – December 31)

Golf Fees	Monday – Thursday	Friday - Sunday
General Public		
18-Holes of Golf	\$40	\$50
9-Holes of Golf	\$25	\$35

Seniors, FSU Staff, FSU Student, Military & Juniors

(Seniors 60 & older)(Military w/active ID)(Juniors 17 & under)

18-Holes of Golf	\$30	\$40
9 Holes of Golf	\$20	\$30

Cart Fees

18-Hole Cart Fee	\$25
9-Hole Cart Fee	\$15
Pushcart Fee (9 or 18 Holes)	\$5

Annual Golf Membership (January 1 thru December 31)

(Includes use of the Janke Learning Center)

General Public	Golf Only	Golf w/Cart
Single	\$1100	\$1800
Single + 1	\$1400	\$2300

Senior & FSU F/S & Emeriti

Single	\$900	\$1600
Single + 1	\$1200	\$2100

FSU Student & Junior

Single	\$500	\$1200*
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KATKE GOLF COURSE (cont.)

Seasonal Golf Membership Service Fees (April 1 – October 30)

(does not include use of the Janke Learning Center)

General Public	Golf Only	Golf w/Cart
Single	\$700	\$1400
Single + 1	\$900	\$1800
Senior & FSU F/S & Emeriti		
Single	\$550	\$1250
Single + 1	\$750	\$1650
FSU Student & Junior		
Single	\$400	\$1100*
Semester (coincides w/Academic semesters)	\$250	\$600*
Seasonal Golf Service Fees	Single	Single + 1
Season Cart (Unlimited)	\$700	\$900
Season Range (Unlimited)	\$300	\$400

Unlimited Range Membership add on for \$150, must purchase a Membership Plan above (includes practice holes).

*Must be over 18 years of age to purchase a cart membership

Practice Facility Fees

Range Token (50) Balls	\$10
3-Holes of Golf	\$5
3-Holes of Golf with Cart	\$10

PGA Golf Instruction

30-Minute Lesson	\$40
60-Minute Lesson	\$70
90-Minute Lesson	\$100
Series of 4 (60 minute) Lessons	\$250
9-Hole Playing Lesson	\$150
18-Hole Playing Lesson	\$250
Junior/ Student Lesson (40 minutes)	\$30
Junior Series of 4 Lessons	\$100
PGA Apprentice Lessons (40 minutes)	\$30
PGA Apprentice Series of 4 Lessons	\$100

Golf Equipment Rental Fees

9-Hole Club Rental	\$15
18-Hole Club Rental	\$25

Ferris Affiliated Outings (Green Fees & Cart)

\$45 Weekday per person
\$50 Weekend per person

KATKE GOLF COURSE (cont.)

Clubhouse/Outing Fees

Season Locker Rental Fee (<i>April-Oct</i>)	\$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
Microphone/Speaker Off-site	\$25
Set up/Tear down	\$25/Hour
Full Day Rental of Lower Bays of Learning Center	\$300
½ Day Rental of Lower Bays of Learning Center	\$225
Hourly Rental of Lower Bays of Learning Center	\$100

KENDALL COLLEGE OF ART & DESIGN BUILDING RENTAL RATES

Location	Area	Capacity (people)	KCAD/FSU Collaboratively Sponsored Events	Non- Profit Organizations, FSU Sponsored Events, & KCAD Community Partners	All Other Groups or Any Event with Alcohol
17 Fountain Street	Student Commons (includes Atrium)	120	No charge	4 hours or less \$300, each additional hour \$100/hour	4 hours or less \$450, each additional hour \$100/hour
	Atrium	75	No charge	4 hours or less \$200, each additional hour \$50/hour	4 hours or less \$300, each additional hour \$75/hour
	Room 103 (or comparable classroom)	30	No charge	4 hours or less \$100, each additional hour \$50/hour	4 hours or less \$200, each additional hour \$50/hour
WNF Building	Conference Room	10	No charge	4 hours or less \$100, each additional hour \$50/hour	4 hours or less \$150, each additional hour \$50/hour
	Boyer Hall	100	No charge	4 hours or less \$500, each additional hour \$100/hour	4 hours or less \$700, each additional hour \$200/hour
	Room 221	40	No charge	4 hours or less \$300, each additional hour \$100/hour	4 hours or less \$400, each additional hour \$100/hour
	Classroom	20	No charge	4 hours or less \$100, each additional hour \$50/hour	4 hours or less \$200, each additional hour \$50/hour

KENDALL COLLEGE OF ART & DESIGN MISCELLANEOUS CHARGES

Screen/Projector	\$200
Microphone	\$25/mic
Setup/Tear Down Labor	\$20/hour
Catering Fee for Preferred Caterer	\$100
Catering Buyout for Non-preferred Caterer	\$300
Tables (6ft banquet or 8ft round)	\$10/table
Bar Service	Starts at \$200
On Site Support (IT, Facilities, Security, & Event Coordinator)	\$50/hour per department
Extra Cleaning Fee	\$150/hour
Parking Management Exclusively for Meters for Bus Traffic	\$40/meter

MISCELLANEOUS CHARGES – Student Financial Services

Special Accounts Payable Check Outside of Schedule	\$ 25
Wireless Credit Card Terminal Rental	\$5.00 per day per device
Marketplace U-store Product Sales Fee	2.95% of sales volume
ACH Return Fee	\$25 minimum

PUBLIC SAFETY – METERED PARKING

Campus Metered Parking (various locations)	.50 per ½ hour
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PUBLIC SAFETY – PARKING VIOLATIONS FINE SCHEDULE

Parking Violations Fine Schedule	Cost	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 MEMBERSHIP FEES

Membership Fees	Single (monthly)	Couple (monthly)
Faculty/Staff	\$25	\$40
Alumni/Emeriti	\$25	\$40
Community	\$35	\$55

- Memberships will now be sold at a re-occurring, monthly rate. We are no longer selling semester or yearly memberships.
- Day passes can be purchased for \$8 per day.
- Minors can be added to a membership for an additional \$10.
- Veterans and Seniors will receive a 10% discount.

WELLNESS PROGRAM MEMBERSHIP FEES

(for employees involved in the University Wellness Program – currently Virgin Pulse)

Membership Fees	Single (monthly)	Couple (monthly)
Participants	\$20	\$35

- Minors can be added to a membership for an additional \$10.

RACQUET & FITNESS CENTER DAY PASS

Non-member Day Pass	\$8 per day	Day pass includes access to weight room, aerobic room, lockers, showers, sauna, outdoor tennis, and fitness classes (additional fees may apply)
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RACQUET & FITNESS CENTER SR DISCOUNT

Ages 55 and older will receive a 10% discount on all membership fees.

RACQUET & FITNESS CENTER COURT RENTAL

Racquet & Fitness Center Court Fees	Members	Non-Members	FSU Students
Indoor Tennis	\$16/hour/court	\$16/hour/court with \$8 day-pass per person	Free
Outdoor Tennis	Free	Free with \$8 day-pass per person	Free
Racquetball	\$16/hour/court	\$16/hour with \$8 day-pass per person	Free
Wallyball	\$16/hour/court \$5 net/ball rental	\$16/hour with \$8 day-pass per person (\$5 net/ball rental)	Free \$5/net/ball rental

Tennis & racquet ball court fees are shared with up to 4 players per court.

Fitness Classes	Racquet Facility
Members	\$4.00/Class
Non-member*	Free with \$8 day pass

RACQUET & FITNESS CENTER (cont.)

Facility Rentals

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.

STUDENT RECREATION CENTER / RACQUET & FITNESS CENTER

FACILITY RENTALS

Facility Space	Student Group Not charging admission	University Group & Student Group (if charging admission)	Non-FSU Group
Tennis Courts (indoor)	\$16/hour/court	\$25/hour/court	\$32/hour/court
Tennis Courts (outdoor)	\$8/hour/court	\$12/hour/court	\$16/hour/court
Racquetball Room Wallyball Room	\$16/hour/court	\$25/hour/court	\$32/hour/court
Classroom	\$15/hour	\$20/hour	\$30/hour
Fitness Room	\$15/hour	\$20/hour	\$30/hour

Lessons

Private tennis lesson Assistant Pro	\$27/hour; \$31/hour non-member
Private tennis lesson USPTA Head Pro	\$45/hour; \$48/hour non-member

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/IM Fields	\$15	\$25	\$40
Gym/Whole/IM Fields	\$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 WALKING PASSES

Ferris Faculty & Staff	\$20/Semester	11:00 a.m. – 2:00 p.m.
Senior Citizens (age 55 or older)	\$1 per day (Monday – Friday)	6:00 a.m. – 11:00 a.m.

STUDENT RECREATION CENTER DAY PASS

All Rec Center Non-members	\$8 per day	Pass must be purchased to use the facilities, unless covered by the walking pass above. Kids five years of age and under are free.
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STUDENT RECREATION CENTER - ENTIRE DAY GYM OR IM FIELD RENTAL

Must be a minimum of 5 hours of use	\$550	This fee allows groups to pay a discounted rate rather than individual field/court rentals.
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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 \$12/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 \$50 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 \$50 and maximum charge of actual cost.
4. Reservations will require payment two weeks prior to event.
5. Facilities Management services will be assessed at cost.
6. Special events will be discussed on a case-by-case basis.

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

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
Bulldog Arena	\$50/hour	\$70/hour	\$70/hour	\$100/hour
Multi-purpose Room	\$45/hour	\$65/hour	\$65/hour	\$95/hour
Main Concourse	\$30/hour	\$50/hour	\$30/hour	\$50/hour
**Wink Arena	\$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.				
Technology Fee (Music/Mics)		\$25 per Event	All Organizations/All Events	

Facilities Management services will be assessed at cost.

**\$350 - Tarp/Floor/Set up Fee

SPORTS COMPLEX – EWIGLEBEN ICE ARENA

	General Public	FSU Student Organization
Main Ice Arena	\$235/hour (prime time – 7am-11pm weekends, 5-11pm weekdays) \$175/hour (non-prime time)	\$167/hour (excluding weekends)
Studio Rink	\$115/hour	\$ 105/hour

Note: All rates based on 50-minute hour

Public Skating Sessions		
Open Skating Sessions	Hours	Fee
Any public skate	2-4pm Sunday 9-11pm Thursday	Skate Rental: \$8/adults; \$6/students (18 years or younger or FSU student with valid ID)
Open Hockey		
Admission \$8		
Sticks-N-Pucks \$10		

Facilities Management services will be assessed at cost.

SPORTS COMPLEX - SOUTH ATHLETIC FIELDS (SAF)

Location	General Public	FSU Student Organizations
Synthetic Turf Field (SAF-Turf)	\$75/hour – Regular Fee \$150/hour – Charging Admissions Fee	\$55/hour – Regular Fee \$110/hour–Charging Admissions Fee
Practice Field (SAF-Grass)	\$40/hour – Regular Fee \$60/hour – Charging Admissions Fee	\$30/hour – Regular Fee \$50/hour – Charging Admissions Fee

SPORTS COMPLEX - SOFTBALL FIELDS (SFT)

	Recognized FSU Student Organizations	General Public	Single Games	Double Headers
Practice Rates	\$70/hour*	\$90/hour*		
Game Rates – High School/U18 & Youth Travel Teams			\$225**	\$375**
Collegiate Teams			\$400**	\$750**
Tournaments	Prices & fees to be determined per tournament			

*Includes batting cages but does not include bullpens.

**includes batting cages and bullpens.

Staffing fees may be required for certain events.

SPORTS COMPLEX - 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
\$70/hour	\$120/hour	\$90/hour	\$160/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)	\$25 per Event	All Organizations/All Events	
Technology Fee (Music/Mics)	\$25 per Event	All Organizations/All Events	

SPORTS COMPLEX - WHEELER PAVILION

Location	General Public	FSU Student Organizations
Wheeler Pavilion–2 nd Floor	\$55/hour – All Events	\$45/hour – All Events
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.		

SPORTS COMPLEX -ATHLETIC FIELDS & MISC. FEES

Technology Fee (Music/Mics)	\$25 per Event	All Organizations/All Events
Cleaning Fee	\$100 (Required for any event preceding an FSU varsity contest (custodial/grounds))	
<ul style="list-style-type: none">• 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. Deposits could be required.• Additional fees for field striping, snow removal, or other Facility Management services could be incurred.		

SUMMER CONFERENCE

Rooms		Summer 2024
Single		\$ 33.00
Double		\$ 33.00
Meals		
Full day		\$ 34.50
Breakfast		\$8.70
Lunch		\$12.90
Dinner		\$12.90
East Campus Suite Usage – Requires pre-approval		Daily Rates
Short term – 14 days \leq or less		\$65.00
*Summer conference rates are extended to early arrivals for Student employees, Athletics, Special Programs, etc.		

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.

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. Facility Management services (clean up fee) will be assessed at cost (minimum \$25) 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/Facility 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				
1.	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.				

Facility Management services will be assessed at cost.