The Alumni Memorial Union is pleased to offer its facilities and event-planning services to all Marquette University registered student organizations. A student group is recognized as registered once it has completed the necessary application with the Office of Student Development, located in Room 121 of the Union. A program qualifies as a student organization event when the space is reserved by a member of that registered student group who is actively involved in the planning of the event.

Student groups, which incur charges for events, may be required to make a deposit for the estimated costs. A final bill will be issued one week following the event. The remainder of the costs is due two weeks following the date of the event.

AMU facilities are available to all University registered student organizations at not charge when there are not fees charged to participants. For events involving admission fees, donations, fundraising for benefits, or registration fees, the facility fees posted will be applied. Other charges for events may include labor and equipment rental. Charges apply to all reservations for the Union Sports Annex.

http://www.marquette.edu/amu/plananevent.shtml

Daily rates are as follows for Student Organizations:

- Small meeting room (1-12 seating) ....................... $ 20
- Medium meeting room (12-25 seating) ............... $ 25
- Large meeting room (16-50 seating) ................. $ 40
- Room 157 ....................................................... $ 65
- Room 163 ....................................................... $ 65
- Centennial Room 227 ..................................... $ 65
- Grand Ballroom (ABCDE) ................................ $ 230
- Ballroom (ABE, CDE) ..................................... $ 155
- Ballroom (AB, CD, E) ..................................... $ 80
- Ballroom (A, B, C, D) ..................................... $ 50
- Weasler Auditorium ....................................... $ 170
- Varsity Theater ............................................. $ 210
- Lunda Room ................................................. $ 85
- Henke Lounge ............................................... $ 50
- Marquette Place ........................................... $ 170
- Lobby Table ................................................... $ 25
- Lounge ............................................................ $ 40
- Lobbies ........................................................... $ 40
- East/West Towne Mall ..................................... $ 160
- Annex Court (Athletic Event) ......................... $ 11.00/hr
- Annex Court (Catered Event over $500 – fee waived) $ 22.00/hr
- Annex Restaurant ........................................... $ 40/hr
- Annex Bowling Center .................................. (minimum 2 lanes for 2 hours)
  - Per 2 lanes .................................................. $ 12.00/hr
  - All lanes ...................................................... $ 72.00/hr
- Student Organization Sponsored Dances ........... $100.00 to $300.00
MU Student Organization Equipment Inventory and Rate Schedule

Audio Visual equipment, sound systems and technical assistance is available for functions, such as speakers, concerts, dances, meetings, and cultural events. The AMU Audio-Visual staff will operate all equipment. Charges associated with technical service are listed below. Requests for audio-visual equipment can be submitted to your primary Event Coordinator (if assigned), or by contacting the Event Management Office at 414-288-7202, or stop by AMU, Room 245. To ensure first choice of equipment and staff support, please submit your request at least ten (10) business days prior to your function date.

**AUDIO**
- Band sound system
- CD player
- I-Pod input
- Electric piano
- Gig Rig (Sound System, 2 speakers)
- Microphone stand
- Microphone
- Choir microphone
- Monitors
- Clear Com headset (set of 2)
- MP3 recorder
- Portable podium PA system
- Press box
- Table top microphone stand
- Wireless hand held microphone
- Wireless lavaliere microphone

**VIDEO**
- Data projector
- DVD player
- Document camera
- Laptop computer
- Overhead projector
- AV cart
- Presentation remote
- Projection screen (5' or 8')
- Projection screen (9' x 12')/Projector...... Rental Fee
- Projection screen (6' x 9') (rear projection)
- SMART CART
- SMART room (no laptop)
- SMART room (w/ laptop)
- TV Cart w/ DVD/VHS Player
- VGA Cord (PC and Mac)

**LIGHTING**
- Custom Gobo (30 days-notice is required), Rental Fee
- Follow spotlight (Varsity, Weasler)
- LED Lights
- Light trees (set of 2)
- Gel stage lighting
- White stage lighting (only available in Weasler, Varsity, Ballrooms or Annex)

**COMMUNICATIONS**
- Conference phone unit*
- Ethernet cord
- Marquette Card Reader
- Speaker phone*
- Wireless guest access
  *Long distance charges will be billed at cost.

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**ADDITIONAL EQUIPMENT**
- Arrow signs
- Cash box
- Chorus risers
- Coat rack
- Dance floor (21' X 21') .....................$ 600.00
- Dance floor (18' X 18') .....................$ 400.00
- Dance floor (12' X 12') .....................$ 200.00
- Easel pad
- Extension cord
- Flag (MU, US, WI, Milwaukee)
- Full length mirror
- Music Stand
- Piano (Auditorium, Ballroom, Varsity)
- Piano Tuning............................market price
- Pipe & drape
- Podium (standing or table top)
- Portable partition
- Power strip
- Shuttle bus............................ Rental Fee
- Sign pole
- Silk plant
- Stage section (6' X 8') each
- Stanchions
- Tables (72'X30', 72'X18', 30", 60" and 72"
  Rounds)
- Wheelchair
- White marker board / Flip Chart

**CHARGES PER LABOR HOUR**
- A/V technician...........................$ 13.00
- Building manager .........................$ 12.00
- Building supervisor .....................$ 18.00
- Coat check..............................$ 12.00
- Security...............................$ 12.00
- Technical services coordinator .........$ 20.00
- Ticket sale staff .........................$ 12.00
- Usher ..................................$ 12.00
- Varsity Theater staff .................$ 12.00