

**College of DuPage
Conference & Event Services
Price Schedule**

Facilities	Fees Per Hour	Fees (4 hr.) Session	Fees Per Day
General			
Classrooms	\$33	\$92	\$164
NOT FOR PROFIT	\$24	\$69	\$123
Computer Labs (\$25/computer use)	\$33	\$92	\$164
NOT FOR PROFIT	\$24	\$69	\$123
K Building			
West Commons	N/A	\$500	\$800
NOT FOR PROFIT	N/A	\$375	\$480
K 161	\$33	\$92	\$164
NOT FOR PROFIT	\$24	\$69	\$123
HSC Building			
Tiered Lecture Room	\$45	\$164	\$328
NOT FOR PROFIT	\$35	\$123	\$246
M Building			
M 165 AG(combined)	\$59	\$177	\$288
NOT FOR PROFIT	\$44	\$133	\$216
A or G (per section)	\$33	\$92	\$164
NOT FOR PROFIT	\$24	\$69	\$123
Open Campus Center (OCC)			
OCC 128 (all sections)**	N/A	\$375	\$600
NOT FOR PROFIT	N/A	\$281	\$450
(PER SECTION)	\$37	\$111	\$180
NOT FOR PROFIT	\$28	\$84	\$135
Student Resource Center (SRC)			
SRC 1450 A and B combined	\$65	\$196	\$313
NOT FOR PROFIT	\$48	\$147	\$234
SRC 1450 A or B	\$33	\$99	\$170
NOT FOR PROFIT	\$24	\$74	\$127
SRC 2800 (all sections)*	N/A	\$788	\$1155
NOT FOR PROFIT	N/A	\$588	\$866
(per 3 sections)	N/A	\$328	\$525
NOT FOR PROFIT	N/A	\$246	\$394
SRC 1544	N/A	\$210	\$326
NOT FOR PROFIT	N/A	\$158	\$244
Outdoor Areas			\$2.00/space (profit) \$1.50/space (NFP)
Parking Lot C (SRC North) (846)	N/A	N/A	\$1692
NOT FOR PROFIT	N/A	N/A	\$1269
Parking Lot D (SRC North) (797)	N/A	N/A	\$1594
NOT FOR PROFIT	N/A	N/A	\$1196
Parking Lot G (MAC) (453)	N/A	N/A	\$906
NOT FOR PROFIT	N/A	N/A	\$680
Parking Lot H (MAC) (757)	N/A	N/A	\$1514
NOT FOR PROFIT	N/A	N/A	\$1135
Parking Lot K (IC/PE) (1610)	N/A	N/A	\$3220

Outdoor Areas			\$2.00/space (profit) \$1.50/space (NFP)
NOT FOR PROFIT	N/A	N/A	\$2415
Parking Lot L (IC/SCC/SRC) (1084)	N/A	N/A	\$2168
NOT FOR PROFIT	N/A	N/A	\$1626
Parking Lot A (K/OCC) (555)	N/A	N/A	\$1110
NOT FOR PROFIT	N/A	N/A	\$832
Parking Lot N (M/building) (235)	N/A	N/A	\$470
NOT FOR PROFIT	N/A	N/A	\$352
Parking Lot M (M/building) (679)	N/A	N/A	\$1358
NOT FOR PROFIT	N/A	N/A	\$1018
Event Staffing			Rate
Building & Grounds Staff (Electrical, Carpentry, and Grounds)			
Monday – Friday, 6:30 am – 3 pm (2 hour minimum)			\$42/hour
Monday – Friday, after 3 pm; Saturday & Sunday, all day (4 hour minimum)			\$40/hour
Custodian			\$35/hour
Public Safety Officer			\$40/hour

****All rates are subject to change****

*College of DuPage
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Rate Schedule*

Audio/Visual/Technical Equipment	College Events	Non-College Rate
Advanced Projection System (Computer Video Projector, VCR, DVD player all in one unit)	\$90	\$100
Basic Computer Projector (user must supply computer)		\$50
Basic VHS/DVD Player		\$30
CD Player	\$15	\$20
Flip Chart/Easel	N/A	\$10
Piano (Upright)	\$22	\$25
Piano Tuning or market price	N/A	\$100 or Market price
Podium w/ microphone	N/A	\$30
Wired Microphone(s) [Sound System required]	\$20/mic	\$25/mic
Wireless Microphone(s) [Sound System required]	\$45/mic	\$50/mic
Wireless Lavalier(s) [Sound System required]	\$45/mic	\$50/mic
Conference/ Tabletop microphone(s) [Sound System required]	\$30	\$35
Follow Spotlight	\$36	\$40
Staging (6'X8'X16" section) w/ skirting and stairs	\$30/section	\$35/section
Staging (4'X8'X32" section) w/skirting and stairs (setup in SRC2800)	\$30/section	\$35/section
Mixing Console [required when Events utilize 2 or more microphones] **CES Event Technician is also required to operate console**	\$75	\$80
Boom Stands (both Telescopic and Standard)	\$4	\$5
XLR Cable(s)	\$9/cable	\$10/cable
VGA Cable(s)	\$75	\$80
Telephone line	\$55	\$60
Event Staffing and other fees	Rate	Rate
Sound Technician	\$25/hr	\$30/hr
Lighting Technician	\$25/hr	\$30/hr
Sound System fee (Small group 1 – 100)	\$170	\$180
Sound System fee (Medium group 100 – 250)	\$320	\$365
Sound System fee (Large group 250 – 500)	\$480	\$560
Technical Coordination fee (Small group 1 – 100)	\$70	\$70
Technical Coordination fee (Medium group 100 – 250)	\$110	\$110
Technical Coordination fee (Large group 250 – 500)	\$160	\$160
Equipment Transportation charge (if audio reinforcement is needed outside of SRC2800)	\$175	\$205
Late Request Surcharge	15% of Total Charges	15% of Total Charges
Other Services	Rate	Rate
Audio Conferencing Support	\$290/day	\$325/day
Audio/Video Conferencing Support	\$630/day	\$700/day
Audio feed (for recording purposes)	\$25/output	\$30/output
Broadcast Media Multibox	\$20/output	\$25/output

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Guidelines

Internal Events

1. Technical Service requests must be made at least two weeks prior to event. Request(s) made with less than two weeks advance notice will be charged the *Late Request Surcharge*, as noted above, of an additional 15% of the total invoice.
2. Following the initial contact, a written estimate and an internal charge back form will be sent to the requesting department for completion. The internal charge back form must be returned to Conference and Event Services prior to the event.
3. For all equipment requests, there will be additional charges for labor. Conference and Event Services will determine the appropriate staffing level.
4. Labor charges noted are for non-holiday rates. Any request for services on a holiday, as defined by the college calendar, shall be one and one half of the listed labor rates.
5. Conference and Event Services staff will operate only Conference and Event Services Equipment.

External Events

1. Event staffing levels shall be determined by the appropriate college department providing the services.
2. Labor charges noted are for non-holiday rates. Any request for services on a holiday, as defined by the college calendar, shall be one and one half times of the listed labor rates.
3. A session shall be defined as 4 consecutive hours of space access.
4. A surcharge of 10% shall be applied to catering services.
5. Conference and Event Services staff will only operate CES and College equipment.