

VII. MISCELLANEOUS FEES, CHARGES, AND DEPOSITS

Fees charged to the public and the university community.

American Heritage Center

AHC - Public Use Areas Rental	FY 2011 & FY 2012	Chart Field
Booking Fee (charged per room, per event, non-refundable)	\$25.00 (for UW Campus Groups)	1700-13482
AHC penalty charges - (Imposed if room is left in an order different from the order and cleanliness that existed upon arrival) – applicable to all user classifications.	\$250.00	
Custodial Services (charged when rooms will need to be ready for a next-day usage and an after-hours custodial staff is required for the cleanup, primarily necessary when food has been served or after a Friday event, when a Saturday event is scheduled the next day)	Cost + \$25.00 Admin fee	
Security (Regardless of ostensible event times, security charges will be incurred if guests, sponsors, and or catering need to enter the building before 8:00 am or if guests, sponsors, and or catering have not completely exited the building by 5pm).	Cost + \$25.00 Admin fee	
UW Movers (**charged for special event setups)	Cost + \$25.00 Admin fee	
NOTE: The AHC reserves the right to refuse room use to individual and or groups that do not abide by the public use rules.		
<p>Rooms available for public use include: Sheep Industry Room (meeting room with conference tables. Permanent room arrangement includes a capacity of 24 around the conference tables with extra chairs around the perimeter of the room. A permanent projector screen is also located here.) Mary Storer Loggia (open reception area with a capacity of 199 standing.) Wyoming Stock Growers’ Room (one half of the room is set up in classroom arrangement with a capacity for 24. The other half is set up in audience rows with a capacity for 50. The room includes a podium with a microphone, projector screen, and wireless & data hookups). George A. Rentschler Room (meeting room with a large permanent conference table with a capacity of 12. Extra chairs are around the perimeter of the room. The room also includes a telephone and wireless hookups). Centennial Complex Lobby (set up with permanent exhibits, couches, chairs. Capacity 150 standing). Centennial Complex Meeting Room/Restaurant (This room arrangement has 8 round tables with 8 chairs each for a seating capacity of 64, and two 8-foot tables often used by catering. The room also has a data hookup, a podium with a microphone (when it is not in use for another event), and a portable projection screen (when it is not in use for another event) are available. A rack of chairs is available upon request to increase the seating capacity to 80 (10 chairs per table) which is the fire code capacity for this room.)</p> <p>**NOTE: AHC can provide a podium with microphone (if not already scheduled), but no other audio-visual equipment except as specified above. Additional AV needs must be arranged with UW Information Technology or outside vendors.**Note: Public use rooms are not available for wedding receptions, family gatherings, or private parties.</p>		
Classification I – Fees listed above		

UW departments, organizations, recognized student clubs, faculty or staff work-related activities and non-profit organizations and Wyoming state agencies sponsored by a recognized student organization or university department.		
Classification II – Fees listed above		
UW departments, organizations, recognized student clubs, faculty or staff work-related co-sponsoring events with commercial entities, non-profit organizations and Wyoming state agencies not primarily involving students, faculty and staff, and regional or national student or departmental educational conferences.		
Classification III–Off-campus or commercial groups		
Booking Fee (charged per room, per event, non-refundable)	\$50.00	1700-13482
Room Rental Fee – During regular business hour (as specified above) per room, per event	\$100.00/full day \$70.00/half day or less	
Custodial Services, Security, and UW Movers (if applicable, please see above)	Actual Cost + \$25.00 Admin fee	

AHC Duplicating Services	FY 2011 & FY 2012	Chart Field
** ½ payment is due in advance of work being started on all orders where the quantity ordered exceeds 100, or total fees exceed \$100.00.		
Rush Fees for all Duplicating Services		
Commercial Patrons	Plus 100%	1700-13482
Non-profits and personal	Plus 50%	
University of Wyoming	Plus 25%	
Minimum rush fee for all patrons	10.00	
Copies, per page		
Self service & inventories	.25	
Self-service digital camera, per image	.25	
PDF Scans by AHC Staff (8.5"x11" or 8.5"x14") Black and white photo copies available upon request at the same price	1-99 copies .60 100 or more 1.20	
PDF Scans by AHC Staff (11"x17") Black and white photo copies available upon request at the same price	1-99 copies .75 100 or more 1.50	
Color photocopies by AHC - (8.5"x11" or 8.5"x14")	1-99 copies 1.25 100 or more 2.50	
Color photocopies by AHC - (11"x17")	3.00	
Maps per square foot (black and white)	1.50	
Faxed requests, per page	1.00	
Photographic Prints		
4"x 5" print	13.00	1700-13482
5"x 7" print	17.00	
8"x10" print	20.00	
11"x14" print	25.00	

AHC Duplicating Services ** ½ payment is due in advance of work being started on all orders where the quantity ordered exceeds 100, or total fees exceed \$100.00.	FY 2011 & FY 2012	Chart Field
13"x19" print 16"x20" print 20"x 24" print 24"x30" print 24"x36" print 30"x40" print	30.00 35.00 45.00 60.00 75.00 90.00	
<p style="text-align: center;">Digital Imaging Services</p> <p>Scanning for documents up to 11"X17" (resolution up to 2400ppi)</p> <p>Betterlight Scanback (up to 8000x10000 pixels). For items larger than 11"x17" (such as maps, architectural drawings, paintings) or too fragile for scanning (such as scrapbooks and diaries). One hour minimum Includes setup and takedown.</p> <p>Digital camera photography (per image – maximum 2000x3000 pixels)</p> <p>Fee total includes files on CD/DVD; shipping and handling included (when shipping to a US address). Additional shipping charges apply when shipping to an international address.</p>	First 19 scans 18.00/scan Quantities of 20 or more 27.00/scan 60.00/hour 10.00/Image Plus 10.00 set up fee/order	1700-13482
<p style="text-align: center;">Audio-Visual Duplication</p> <p>Audio materials can be transferred to audiocassette tape or CD/DVD. Visual material can be transferred to VHS video tape or DVD. Shipping and Handling charged on all orders. One half hour minimum.</p>	25.00/hour 15.00/half hour	1700-13482
<p style="text-align: center;">Shipping and Handling</p> <p>Shipping charges are estimated from the applicable Postal Vendor's website. An additional handling charge will be added to all shipments.</p> <p>Handling charge to a U.S. address, mailed in an envelope mailer</p> <p>Handling charge to a U.S. address, in a mailer larger than envelope (flat)</p> <p>Handling charge on all international shipments</p>	5.00 10.00 25% of est. shipping cost	1700-13482

AHC Commercial Use Fees	FY 2011 & FY 2012	Chart Field
Books, CD-ROM, per image Scholarly and non-profit publishers	0.00	1700-13482
1-5,000 copies	25.00	
5,001-10,000 copies	50.00	
10,001-25,000 copies	100.00	
Over 25,000 copies	250.00	
Magazines and Periodicals Scholarly and Non-profit publishers	0.00	1700-13482
Under 50,000 circulation	50.00	
50,000-100,000 circulation	100.00	
Over 100,000 circulation	250.00	
Commercial display, per image (office, store, etc) Book Jacket	250.00	1700-13482
Motion Picture, Radio or Television, per image	250.00	
Advertising use, per image	250.00	
Public Display (in business) per image	250.00	
Multiple Images, \$25 per image, each		
1-5 images	25.00	1700-13482
6-15 images	20.00	
16-25 images	17.50	
26-35 images	15.00	
Over 35 images	12.50	
Multiple Images, \$50 per image, each		1700-13482
1-5 images	50.00	
6-15 images	40.00	
16-25 images	35.00	
26-35 images	30.00	
Over 35 images	25.00	
Multiple Images \$100 per image, each		1700-13482
1-5 images	100.00	
6-15 images	80.00	
16-25 images	70.00	
26-35 images	60.00	
Over 35 images	50.00	
Multiple Images \$250 per image, each		1700-13482
1-5 images	250.00	
6-15 images	200.00	
16-25 images	175.00	
26-35 images	150.00	
Over 35 images	125.00	

Anaconda Geological Document Collection	FY 2011 & FY 2012	Chart Field
Gold Level Annual Fee (archives access included)	8,000.00	1700-13505
Duplication Rates:		
Black/White Photocopies or Color Scans (up to 11x17"), per page	1.00	
Black/White Photocopies, on-site, self service, per page	0.50	
	2.00	

Anaconda Geological Document Collection	FY 2011 & FY 2012	Chart Field
Oversized Map Photocopies (black/white, up to 36" wide), per square foot Scanning per hour (minimum 1 hour, total includes files on CD/DVD (if desired); shipping and handling included. Faxed requests, per page	100.00 2.00	
<p style="text-align: center;">Silver Level</p> Annual Fee (archives access included) Duplication Rates: Black/White Photocopies, on-site, self service, per page Black/White Photocopies or Color Scans (up to 11x17"), per page First 25 pages Next 25 pages Over 50 pages (limit 200) Oversize Map Photocopies (black/white, up to 36" wide), or Oversize Scanning (color or black/white, up to 42" wide), per square foot First 100 sq ft. Next 100 sq ft. Over 200 sq ft. Faxed requests, per page	3,500.00 50% off 1.00 3.00 6.00 2.00 6.00 12.00 2.00	1700-13505
<p style="text-align: center;">Bronze Level</p> Annual Fee Duplication Rates: Black/White Photocopies, on-site, self service, per page Black/White Photocopies or Color Scans (up to 11x17"), per page First 25 pages Next 25 pages Over 50 pages (limit 200) Oversize Map Photocopies (black/white, up to 36" wide), or Oversize Scanning (color or black/white, up to 42" wide), per square foot First 25 sq ft. Next 25 sq ft. Over 50 sq ft. (no limit) Faxed requests, per page	1,750.00 50% off 2.00 3.00 6.00 2.00 6.00 12.00 2.00	1700-13505
<p style="text-align: center;">Academic and Historical NON-Commercial Membership</p> Annual Fee (archives access included) All products and services are offered at the standard AHC Duplication rate.	15.00	1700-13505
<p>Federal Government Agency Membership annual fee</p> Duplication Rates:	3,000.00	1700-13505

Anaconda Geological Document Collection	FY 2011 & FY 2012	Chart Field
Black/White Photocopies, on-site, self service, per page Black/White Photocopies or Color Scans (up to 11x17"), per page Oversize Map Photocopies (black/white, up to 36" wide), or Oversize Scanning (color or black/white, up to 42" wide), per square foot Faxed requests, per page	50% off 1.00 2.00 2.00	
<p style="text-align: center;">State Government Agency Level</p> Annual Fee (archives access included) Duplication Rates: Black/White Photocopies, on-site, self service, per page Black/White Photocopies or Color Scans (up to 11x17"), per page Oversize Map Photocopies (black/white, up to 36" wide), or Oversize Scanning (color or black/white, up to 42" wide), per square foot Faxed requests, per page	750.00 50% off 1.00 2.00 2.00	1700-13505

Anaconda Geological Document Collection	FY 2011 & FY 2012	Chart Field
Other fees not otherwise specified (with the exception of the Academic/Historical/Non-commercial category) will be charged double the fee specified for non-Anaconda work.	COST +53.00	1700-13505
Interest charges to accounts over 60 days in arrears will be at the market rate (to be determined by the University Controller).	+265.00 +106.00	
	+530.00	