

<b>Vending Services</b>		<b>FY 2020</b>
One calendar year		150.00
Laundry Facilities		
Washing machine		2.25
Dryers		1.50

## Wyoming Union

Classification I- No charge – UW Recognized Student Organization (RSO)

Classification II- No charge – UW Departments

Classification III- Charges apply at discounted rate (see description)

Classification IV- charges apply at full (rack) rate (see description)

Classification I - Qualifying groups and activities include:

- UW RSO meetings, activities and events where the majority of participants are UW students, staff and faculty and no admission is being charged.
- UW RSO sponsored events involving non-profit organizations and Wyoming state agencies, where the majority of participants are UW students, staff and faculty and no admission is being charged.

Classification II - Qualifying groups and activities include:

- UW administrative, faculty and staff meetings, activities and events where the majority of participants are UW students, staff and faculty and no admission is being charged.
- UW administrative, faculty and staff sponsored meetings, activities and events involving non-profit organizations and Wyoming state agencies, where the majority of participants are UW students, staff and faculty and no admission is being charged.

Classification III – Qualifying groups and activities include:

- Commercial event, meeting or program sponsored by a RSO or the University of Wyoming
- Non-profit and Wyoming state agencies business, not primarily involving UW students, faculty or staff. Examples include regional or national student or departmental educational conferences.
- UW RSO meetings, activities and events where the majority of participants are not UW students, faculty or staff and/or admission is charged.
- UW administrative, faculty and staff sponsored meetings, activities and events where the majority of participants are not UW students, faculty or staff and/or admission is being charged.

Classification IV – Qualifying groups and activities include:

- Commercial and all other off-campus groups.

*\*\* sponsored events- a RSO or UW department agreeing to sponsor an event must be significantly involved in the planning and execution of the event with an external organization with whom there is an obvious organic relationship. The RSO or UW department contact will be the primary point of contact for the reservation and event details and payment of all related liabilities or costs associated with the event.*

<b>Solicitation Tables</b>	<b>FY 2020</b>
Classification I and II	0.00
Classification III	40.00
Classification IV	75.00

<b>Union Audio Visual</b>	<b>FY 2020</b>
Equipment fee will be charged if a group fails to cancel within two business days of a scheduled event.	

Classification I and II	0.00
Classification III	
LCD Projector	110.00
LCD Projector, per hour	25.00
TV	27.00
VCR	27.00
TV/VCR or DVD	45.00
Slide Projector	20.00
Overhead	20.00
Portable Screen	20.00
DVD	30.00
Conference Phone	20.00
Classification IV	
LCD Projector	185.00
LCD Projector, per hour	37.00
TV	55.00
VCR	55.00
TV/VCR or DVD	90.00
Slide Projector	40.00
Overhead	40.00
Portable Screen	30.00
DVD	55.00
Conference Phone	30.00

Union Facility Fees	FY 2020 Half Day	FY 201920 Full Day
Room Rental Deposit equivalent to 50% of total room rental rate due when facility agreement is signed. Non-refundable if a group fails to cancel within 30 business days of a scheduled event.		
Classification I and II	0.00	0.00
Classification III		
Ballroom 220	400.00	600.00
East Ballroom 220C	150.00	220.00
West Ballroom 220A	150.00	220.00
Center Ballroom 220B	150.00	220.00
Wyoming Family Room 212	200.00	250.00
Warm Valley 202	70.00	90.00
Big Horn 203	70.00	90.00
Snowy Range 206	50.00	70.00
The Gardens 027	150.00	200.00
Senate Chambers 221	150.00	200.00
Senate West	90.00	120.00
Senate East	90.00	120.00
Skylight Lounge 029	120.00	150.00
Lower Fireplace Lounge 118B	60.00	100.00
Flaming Gorge 002	70.00	90.00
Classification IV		
Ballroom 220	550.00	775.00
East Ballroom 220C	200.00	275.00
West Ballroom 220A	200.00	275.00
Center Ballroom 220B	200.00	275.00
Wyoming Family Room 212	275.00	350.00
Warm Valley 202	125.00	175.00

<b>Union Facility Fees</b>	<b>FY 2020 Half Day</b>	<b>FY 201920 Full Day</b>
Big Horn 203	125.00	175.00
Snow Range 206	90.00	125.00
The Gardens 027	200.00	300.00
Senate Chambers 221	225.00	300.00
Senate West	125.00	175.00
Senate East	125.00	175.00
Skylight Lounge 029	150.00	200.00
Lower Fireplace Lounge 118B	90.00	150.00
Flaming Gorge 002	125.00	175.00

<b>Union Sound System</b>	<b>FY 2020</b>
Classification I and II	0.00
Classification III	
Small PA system	30.00
Medium PA system	67.00
Large PA system	135.00
Small PA system, per hour	15.00
Medium PA system, per hour	27.00
Large PA system, per hour	50.00
Wireless microphone	27.00
Panel microphone	15.00
Lapel microphone	27.00
CD player	15.00
Labor, per hour	20.00
Classification IV	
Small PA system	65.00
Medium PA system	110.00
Large PA system	255.00
Small PA system, per hour	27.00
Medium PA system, per hour	40.00
Large PA system, per hour	95.00
Wireless microphone	55.00
Panel microphone	27.00
Lapel microphone	55.00
CD player	27.00
Labor, per hour	30.00

<b>Union, Miscellaneous</b>	<b>FY 2020</b>
Catering kitchen usage, per day (see table below)	
Excessive cleaning, per person, per hour, plus materials	35.00
Union Information Desk	
Ticket service charge, per ticket	.50
Special Set-up costs	
Labor, per person, per hour	15.00
Additional building operations, per hour	35.00

<b>Union, Miscellaneous</b>	<b>FY 2020</b>
Wyoming Union Gallery Sales Commission	
Sales by students	10.0%
Sales by non-students	15.0%
Lost Key – Departments/organizations will be responsible for the cost, charged by University Operations, to replace the key or rekey the door.	Replacement Cost

Wyoming Union Outside Catering – FY 2020

<b>Attendance-per person</b>	<b>Catering Access – per space, per day</b>	<b>Staging space – per day</b>	<b>Equip. &amp; Kitchen Use, per day</b>
0-25	\$25	\$10	\$10
26-50	\$50	\$25	\$25
51-100	\$75	\$35	\$35
101+	\$100	\$50	\$50

The above table was created to more accurately reflect the services requested by off-campus caterers utilizing the Wyoming Union kitchen, kitchen equipment and/or surrounding staging spaces. Charges will be based upon the level of preparation space or equipment needed to cater an event (drop-off food service, versus multi-course meal preparation and service of food) and the number of people to whom service is provided.

**Attendance:** Price breaks occur naturally at the 25, 50, and 100 person mark, based upon existing reservable space and its relative room capacities within the Wyoming Union.

**Catering Access:** Catering access is the allowance of an approved caterer to provide food services for an event hosted within the Wyoming Union. Catering access fees will be applied on a per space, per day basis.

**Staging Space:** Staging space is a cleared area required to prepare foods for a catered event, i.e., tables in place for plating food, “back of the house” access, buffet tables set up in a conference room, etc. Staging space fees will be applied on a per day basis.

**Equipment and Kitchen Use:** Equipment and kitchen use fees will be applied if the off-campus caterer uses any Union kitchen equipment – dishwasher, food warmers, ovens, walk-in cooler and freezer, counter space, cleaning equipment etc.