

Audio-Visual Equipment and Service Fees

Equipment Item	Fee Per Use	Number in Inventory	Comments
Panasonic LCD Projector (3,000 Lumens)	\$20.00	1	usually used in Century Hall
LCD Projector (2,000 Lumens)	\$20.00	1	usually used in activity rooms
Laptop Computer	\$10.00	2	Typically used with LCD
Blu-ray/ DVD Player	\$10.00	1	typically used with LCD
CD Player	\$10.00	1	usually used with small sound board
AM/FM/Cassette/CD Player	\$10.00	1	Portable - can be used in small rooms
24 Channel Mixer (with use of CD/Cassette player)	\$40.00	1	usually used in Century Hall w/ Monitors
Lapel Microphone	\$10.00	1	usually used in Century Hall
Handheld Wireless Microphone	\$10.00	2	usually used in Century Hall
Flip Chart with Paper	\$10.00	5	black
Items Available At No Charge			
Equipment Item	Number in Inventory	Comments	
Table Top Lectern	1		
Wooden Stool	3		
Podium with Microphone	1		used with small sound board
Wired Microphones	10		
Table Top Microphone Stands	5		
Floor Microphone Stands	12	10 Boom & 2 Regular	combination of straight and boom stands
Portable Screen	1		Located in Room 10
Mounted Screen	1	Located in Century Hall	
Dining Cart	1		
AV Cart	1		extension chord needed
6' Rectangular Tables	6	dimensions: 29.5" x 72"	walnut table top
5' Rectangular Tables	15	dimensions: 29.5" x 60"	walnut table top
6' Rectangular Tables	4	dimensions: 29.5" x 72"	white plastic top; adjustable height
Round Tables	29	60" diameter	walnut table top
5' Rectangular Tables	20	dimensions: 27" X 53"	Grey Tops with caster wheels
Burgundy Vinyl Chairs	400		
White Board Markers	20	includes 1 color set	
White Board Erasers	6		
Easel (no paper)	2		black
Flip Chart and No Paper	5		black
Small 4 Channel Sound Mixer	1		
Light Board	1		
Small Plastic Rectangle table	1		white top
Small Round Table	1	22" diameter	unfinished color
Service Fees	Fee (per hour)	Comments	
Piano Tuning	At cost	Beyond 2x/year	
Labor Assistance	\$12.00/person		
Shuttle Service	\$50.00/hr		
Copies	\$.10 per copy		
Fax	\$.50 per page	sending/receiving	
*Note: All equipment is used within the facility for renters of the facility.			