

2009 – 2010 SERVICE CHARGES

ACADEMIC AFFAIRS DIVISION

Academic and Career Advisement Center

Miller's Analogies test	40.00
Student Orientation Fee	75.00
Parent's orientation charge (per family)	25.00
ACAC-Jacobetti Center Office – Computer Assisted Instruction	
CAI Math OC080 (per student, per semester)	25.00
CAI English EN080 (per student, per semester)	20.00
Test of Adult Basic Education	20.00

Academic Computing

Replacement image disk for TLC computer	25.00
Computer Maintenance & Repair:	
Labor (per hour)	50.00
Parts	Cost
Asset Management Fee	50.00 plus 25.00/each addl month
Court Judgment Fees (awarded by court to include value of ThinkPad, late fees and asset management fees - not to exceed \$3,000)	Varies
Computer Lab Usage:	
NMU employee training	25.00/hr
University sponsored	30.00/hr
Non-University Commercial	57.00/hr
Student Labor (per hour)	7.40-10.45

Admissions

Application fee (Graduate application fee: See Graduate Studies and Research)	30.00
Foreign student application charge	30.00

Archives

Audio/Video duplication (plus cost of storage medium)	10.00
Photocopying	0.10
Photocopying: Large Archival Volumes	0.25
Photocopying: Micro	0.10
Postage/handling	Cost
Publication use (one-time reproduction use) (for commercial use)	60.00
External Research fee (per hour)	30.00
DVD-R/CD-R storage medium	1.00
Digitization Fee per scanned image (plus cost of storage medium)	3.00
Reel film digitization (plus cost of storage medium)	10.00

Art & Design

I-Book charge (per semester)	150.00
Purchasing Co-op	Cost

ASNMU	
Bike-share return late fee (per day)	3.00
Bike-share lost key fee	15.00
Bike-share bike damage/replacement fee	Cost up to 100.00
Biology	
Science breakage/replacement charge (equipment broken or taken in excess of \$1.00)	Cost
Science student research support supplies	Cost
Bureau of Business & Economic Research	
Project Charge	Negotiated
Center for Student Enrichment	
Graphic design orders:	
Brochure	40.00-50.00
Door hanger (8 ½ x 11)	15.00
Letterhead	15.00
Logos	20.00-35.00
Certificates	15.00
Teasers (depending upon complexity)	6.00-18.00
Posters:	
23" x 29"	40.00
17" x 23"	35.00
11" x 17"	30.00
Flyers:	
8 ½" x 11"	15.00
8 ½" x 14"	20.00
Table Tents:	
11" x 17"	15.00
8 ½" x 11"	10.00
Miscellaneous:	
T-shirts	30.00-40.00
Mugs	40.00
Button	15.00
North Wind ad	8.00-15.00
Banners (depends on complexity)	60.00-85.00
Care packages	25.00
Care package pizza option (based on bid prices):	
Small	Based on bid
Medium	Based on bid
Large	Based on bid
Campus planners	7.00
Semester calendar of activities ads	125.00
Fall Fest participation (based on prices set by Chamber of Commerce for Chamber Members and non-members)	Varies

T-shirts/sweatshirts:	
Special Event Committee	Cost
Student Activities	Cost
Student Leader Fellowship Program	Cost
Homecoming	Cost
Winfester	Cost
Campus Cinema	Cost
Leadership recognition banquet (based on Dining Services Charge)	Varies
Skill builders workshops – luncheon charge	Cost
Xerox copies (each)	0.10
Chemistry	
Science breakage/replacement charge (equipment broken or taken in excess of \$1.00)	Cost
Science student research support supplies	Cost
Trace metal analysis per sample (one metal)	20.00
Trace metal analysis per sample (each additional metal)	10.00
Cohodas Chair of Banking & Finance – Financial Markets Lab	
Project Charge	Negotiated
Communication Disorders	
Individual Therapy:	
Per semester (two, one-hour sessions a week)	560.00
Per one-hour session	20.00
Group Therapy:	
Per semester (two, one-hour sessions a week)	420.00
Per one-hour session	15.00
Preschool Language Program:	
Per semester (two, two-hour sessions a week)	840.00
Per two-hour session	30.00
Assessment and Evaluation:	
Two hours	75.00
Each additional hour	30.00
Speech-Language-Hearing Screening	20.00 or as contracted
NMU Students, Faculty, Staff	No charge
Support Groups	No charge
Continuing Education & Sponsored Programs	
Non-credit classes, workshops and courses	Cost plus 25-40%
Portable Computer Lab Rental:	
Day usage	145.00
Week usage	500.00
Longer term	Negotiated
Cosmetology	
Student smock and name embroidery	Cost

Customer Charges:	
Hair Cuts:	
Hair Cut	6.00
Hair Cut with style	8.50
Hair Cut – under 10	4.50
Fringe/Bang Trim	2.50
Beard/Mustache Trim	4.00
Styling:	
Shampoo and styling	6.00
Braids	3.00
Updo	8.00
Conditioning Treatment	4.00
Conditioning Treatment w/5+Protopak	7.00 & up
Stress Relieving Scalp Massage	4.50 & up
Cornrow (entire head)	25.00
Hair Color:	
Permanent Color	22.00 & up
Permanent Color Retouch	18.00
Temporary Color	2.00
Semi-Permanent Color	20.00
Highlights (cap)	24.00
Highlights-partial head (8 foils or less)	18.00
Bleach Retouch	25.00
Double Process, Bleach & Tone	40.00
Corrective color (first application - \$8.00 for each additional application)	50.00
Color Remover (first application - \$6.00 for each additional application)	10.00
Foils:	
1 color	26.50 & up
2 color	36.00 & up
3 color	46.50 & up
Chemical Relaxer	35.00
Relaxer Retouch	25.00+
Reformation Curl	60.00+
Hair Extensions	75.00+
Permanents:	
Permanent	25.00
Partial Perm	18.00
Bender	25.00
Specialty Perm	25.00
Spiral & Design Wrap	65.00
Facials & Specialty Service:	
Facial	8.00
Eyebrow Wax/Tweeze	5.00

Make Up	6.00
Lip/Chin Wax	6.00
Demineralize	4.00
Nail Care:	
Manicure	4.00
French manicure	5.00
Hot oil manicure	5.50
Paraffin Hand Treatment	5.00
Pedicure	10.00
Acrylics (full set)	18.00
Acrylic Fill	12.00
Wraps (full set)	22.00
Wraps Fill	12.00
Gels (full set)	25.00
Gels Fills	15.00
Salon Packages:	
Facial, Water Manicure, Style	15.00
Facial, Make up, Style	12.00
Facial, Hot Oil Manicure, Make up, Style	18.00
Facial, Hot Oil, Manicure, Pedicure, Style	24.00
<p>Customer charges for other related services are based on the above rates. A complete listing of all prices is posted at the entrance to the Cosmetology Department at the Jacobetti Center. These charges have been determined as a compromise between an appropriate price for student administered services and one that is not unfair competition to local business establishments. The service charge for students enrolled in the Cosmetology Program will be waived. They will be billed only for the cost of the product used. Exceptions to any customer pricing policy as stated above will be fully documented</p>	
Counseling Center	
MMPI-2 test or other psychological instrument	Cost
Myers Briggs personality type indicator	6.00
Strong interest inventory career test	5.00
Cultural Affairs Tickets	
<p>Ticket charges will be set for each scheduled event based on program costs and will fall within the following guidelines:</p>	
Students	3.00-6.00
NMU Faculty and Staff	5.00-10.00
General Public	7.00-15.00
Disability Services	
Replace recorded cassette tapes	20.00
Replace electronic text on CD	25.00
Replacement for commercially produced texts	Cost
Economics - Center for Economic Education and Entrepreneurship	
Teacher or youth leadership training session or institute half a day (1-4 hours per day)	750.00
Teacher or youth leadership training session or institute full day (4.5-8 hours per day)	1,000.00

Youth institute or educational session half a day (1-4 hours per day) (plus training session)	10.00 per specialist
Youth institute or educational session full day (4.5-8 hours per day) (plus training session)	10.00 per specialist
Education	
K-12 Professional Studies in Education – Program Manual (per copy)	4.00
English	
Summer Writing Camp	50.00
Forest Roberts Theatre	
Stage make-up course (supplies)	20.00 plus cost
TH495 – musical accompaniment	Cost
Ticket Prices:	
Single Admission:	
Musical – Adult/Children/Senior Citizens	15.00
Musical – NMU Students	10.00
Other Shows – Adult/Children/Senior Citizens	12.00
Other Shows – NMU Students	8.00
Season Tickets:	
Adult/Children/Senior Citizens	40.00
NMU Students	27.00
Preview Performances	7.00
Scrooge Tickets:	
General Admission (reserved seats)	8.00
First Nighters (limited to number of season tickets, maximum 10)	6.00
Convenience Charges:	
Ticket Exchange or Replacement:	
Season ticket holders (per ticket)	1.50
First Nighters Club members	No Charge
Complimentary Ticket Charges:	
Show-by-show reviewing press comps (est. of 6) and PSA comps (max. of 72) per ticket charged against Drama budget	1.00
Show-by show cast/crew/orchestra comps per ticket (2 max.) for Wednesday Evening or Saturday matinee	1.00
Final dress/preview	No Charge
Rental Charge – Campus Groups:	
Forest Roberts Theatre - Rehearsal Time (per hour)	40.00
Forest Roberts Theatre - Performance Time (per hour)	60.00
Black Box Theatre - Rehearsal Time (per hour)	15.00
Black Box Theatre - Performance Time (per hour)	30.00
Rental Charge – Non-campus Groups:	
Forest Roberts Theatre - Rehearsal Time (per hour)	60.00
Forest Roberts Theatre - Performance Time (per hour)	100.00
Black Box Theatre - Rehearsal Time (per hour)	25.00
Black Box Theatre - Performance Time (per hour)	50.00
Equipment Rental – Special Effects:	

Rosco Fogger 1500 (includes 16 oz of fluid)	
1 to 7 days	50.00
Each additional week	50.00
Mole Richardson Fogger (includes 16 oz of fluid)	
1 to 7 days	30.00
Each additional week	30.00
Pea Souper Dry Ice Fogger (dry ice not included)	
1 to 7 days	40.00
Each additional week	40.00
Neutron Hazer (includes 1 gallon haze fluid)	
1 to 7 days	75.00
Each additional week	75.00
Equipment Rental – Lighting:	
Century 6 x 9	
1 to 7 days	5.00
Each additional week	3.00
Century 4.5 x 6	
1 to 7 days	5.00
Each additional week	3.00
Altman 6 x 9	
1 to 7 days	5.00
Each additional week	3.00
Altman 6 x 12	
1 to 7 days	5.00
Each additional week	3.00
Altman 6" fresnel	
1 to 7 days	5.00
Each additional week	3.00
Stage Cable (per foot)	
1 to 7 days	0.25
Each additional week	0.25
2fers	
1 to 7 days	1.00
Each additional week	1.00
Steel Gobos with holder	
1 to 7 days	3.00
Each additional week	3.00
All equipment is subject to availability. Persons/company renting equipment is financially responsible for its replacement if lost or damaged.	
Geography	
Printing:	
Color laser printing:	
Normal paper (per page)	1.00

High quality paper (per page)	2.00
Plotter printing: (service fee + page charges)	
Service fee	25.00
Normal paper (per square foot)	5.00
High quality paper (per square foot)	10.00
Lab Use: (set up service + rental fee)	
Set up service (1/2 price for internal groups)	100.00
External hourly rental (per hour)	50.00
Internal hourly rental (per hour)	40.00
Daily rental - External (per day)	300.00
Other Services:	
Mapping	Negotiated
Education	Negotiated
Workshop	Negotiated
GIS	Negotiated
Remote sensing	Negotiated
GPS	Negotiated
Data conversion	Negotiated
Graduate Studies and Research	
Graduate application fee (degree seeking student)	50.00
Graduate application fee (non-degree seeking student)	No Charge
Health, Physical Education and Recreation	
Certification Fee for RE356 – Wilderness Stewardship	40.00
Course Fee for XC Skiing – HP231B	4.00
Course Fee for Bowling – HP211	75.00
Trips, workshops and clinics	Cost
Class related rental of XC skis and snowshoes (per 8 weeks)	15.00
Injury Evaluation & Care Clinic - Faculty Staff (per visit)	10.00
Injury Evaluation & Care Clinic - Student	No Charge
Exercise Physiology Lab Services:	
Human performance analysis/physical fitness assessment	90.00
Group rate (5+, rate/person)	80.00
Data return (group results summary)	50.00
Individual exercise consultation	30.00
Biomechanics assessments	Cost
Hydrodensitometry	60.00
Workshops/seminars/in-service trainings	Negotiated
Personal training and assessment	Cost
Physical fitness assessment (includes consultation)	120.00
Group rate (5+, rate/person) (group consultation included)	80.00
NMU faculty/staff/PEIF member/student/retiree	100.00
Student fitness assessment	30.00

Get Fit/Get Started:	
Preliminary assessment (General Public)	90.00
Preliminary assessment (NMU faculty/staff/student/retiree, PEIF member)	80.00
Activity Session: 12 week	90.00
Activity Session: 5-6 week	50.00
ECG (not simultaneous with GXT)	
12 lead resting	25.00
EX session ECG monitoring	
12 lead resting	25.00
Other (rhythm strip, 3 lead monitoring, etc.)	10.00
Body composition analysis and report	5.00
Blood lactate profile (from GXT)	20.00
Blood lactate analysis (per sample)	2.00
CPR Courses	Variable
CPR for Friends & Family (includes text - no discount on course fee)	10.00
CPR Anytime Course	35.00
CPR Mannequin Rental	25.00
First Aid for Children (Friends & Family)	10.00
Heartsaver Pediatric First Aid	35.00
Heartsaver (text not included)	30.00
Heartsaver AED (text not included)	35.00
Heartsaver First Aid (text not included)	35.00
Heartsaver Adult OR Pediatric (text not included)	20.00
HealthCare Provider (text not included)	35.00
HCP or HS Renewal Course (text not included)	20.00
HCP Skills Evaluation	10.00
Additional Course Modules (per hour/per person)	10.00
BLS Instructor (text not included)	60.00
BLS Instructor Renewal (aligned to NMU TC) (text not included)	No Charge
BLS Instructor Renewal (not aligned to NMU TC) (text not included)	20.00
Group Rates (6+ people)	Negotiated
Course Texts and Cards	Cost
Replacement Card	5.00
NMU Students, Faculty, Staff, Retirees - 20% discount on course fees	
Health Promotions	
Substance Abuse Education/Early Intervention Program	10.00
Web-Based Substance Abuse Education Course	35.00
Housing and Residence Life	
Facility rental rates	Appendix E
Schedule of building/facility rentals	Appendix F
Miscellaneous charges	Appendix G
Price list guide for damages in residence halls	Appendix H

Guidelines for repairs and replacement charges for apartment facilities, fixtures and furnishings	Appendix I
International Affairs	
CLEA participation fee	125.00
Study abroad charges (one-time)	125.00
Non-NMU student study abroad charge	300.00
Non-consortial study abroad charge	250.00
International Study Fee – Fee equal to the actual costs that are assessed by agreement with the foreign institution which are in excess of the NMU tuition level for the number of NMU credit hours granted	Varies
Labor Education	
Evening or half-day session	Negotiated
Day-long session	Negotiated
Labor Management	
Consulting charges – consultant hr. (maximum)	50.00
Languages	
Photocopied current affairs material	Cost
Lab fee:	
Minimum charge per hour plus student labor	35.00
Student labor (per hour)	6.00
Learning Resources	
Rate sheet	Appendix L
Library	
Custom programming (per hour)	65.00
Custom consulting	Negotiated
Custom Training:	
Per hour	65.00 plus expenses
Per Day	450.00 plus expenses
Data conversion/extracts	Negotiated
Library system support fee	Negotiated
Late fee for non-payment of library system support fee and associated billings (per month)	3% of invoiced fee (negotiated)
ThinkPad rental:	
Per day	15.00
Per week	40.00
Summer	250.00
MacBook rental:	
Per day	20.00
Per week	55.00
Summer	345.00
ThinkPad extra battery rental:	
Per day	2.00
Per week	10.00

USB Digital camcorder/camera rental	
Per day	5.00
Per week	25.00
Overdue fines (per day, per item, \$15 maximum)	0.15
Reserve materials (per hour, per item)	0.60
Lost items – cost in BIP or PW plus (per item)	15.00
ILL charges assessed by other institutions	Cost
ILL photocopying by others for NMU	Cost
Laser printing (per page)	0.15
Locker rental for students (per semester)	25.00
Photocopying by NMU for others	.20/page plus 1.00
Photocopying, back and white (per page)	0.10
Transparencies	Cost
Reader/printer copies from microform (per page)	0.10
Telefacsimile – long distance	Cost
Library database search:	
Minimum charge	10.00
There are additional per minute charges for vendors service, specific database charges, database royalties, telecommunications service charge, and on-line and off-line citation charges. For those not affiliated with the University, there is an additional service charge of 20%.	
Laminating	Cost
Journal article by mail (per article) - Domestic (US)	10.00
Journal article by mail (per article) - International	10.00 plus cost of shipping
Book by mail (per book) - Domestic (US)	10.00
Book by mail (per book) - International	10.00 plus cost of shipping
Courtesy card (per card, per year)	25.00
Faculty/staff fines (per day, per item, \$15 maximum)	0.15
Rush telefax or document delivery (sending):	
Per journal or book - Domestic (US)	20.00
Per journal or book - International	20.00 plus cost of shipping
Per article up to 10 pages	15.00
Per article each additional page (11+)	1.00
Consulting charges (per consultant hour) (minimum)	50.00
Document delivery from commercial vendor	Cost
Lost key replacement – conference rooms/lockers	25.00
Vendor space in concourse for nonacademic groups	35.00/4 hrs.
Binding on non-library university books	25.00/item
Repair of non-library University books	12.00/item
Repair of books for individual patrons	25.00/ item max.

Music	
Ensemble clothing	Cost
Summer music camp with room and board, lunches, picnic	345.00
Repair/replacement of instruments/uniforms	Cost
NMU International Performing Arts	
General public ticket	20.00
Senior Citizen ticket (60 and over)	15.00
NMU faculty/staff ticket	15.00
Student ticket	6.00
Nursing	
Formative and evaluation testing package (per semester)	105.00
Admission assessment test (taken on sight)	25.00
Admission assessment test (taken off sight)	75.00
NLN LPN mobility profile exams	35.00
NLN Pharmacology exam	10.00
NLN Pre-admission LPN exam	20.00
NLN Comprehensive exams for LPNs	20.00
Pinning ceremony – Practical Nursing	25.00
Pinning ceremony – Nursing	25.00
Practical Nursing laboratory charge	25.00
Physics	
Science breakage/replacement charge (equipment broken or taken in excess of \$1.00)	Cost
Science student research support supplies	Cost
Political Science	
Photocopied current affairs materials	Cost
Registrar	
Official transcript (per copy)	5.00
Student transcript (per copy)	2.00
Overnight mail (UPS) per package	Cost
Second day delivery (UPS) per package	Cost
Fax emergency request (per request)	15.00
Fax transmission (domestic) per page	0.55
Fax transmission (international) per page	2.50
Late registration charge (8 or more credits)	25.00
Duplicate diploma copies	15.00
Additional diploma cover	10.00
Graduation service charge	25.00
Seaborg Center	
Service/materials for workshops and activities	Cost
Technology and Applied Sciences	
Automotive:	
Books when Bookstore is out of stock	Cost plus tax

Aviation:	
Photocopy	Cost
Climate Control:	
EPA On-line testing for students	35.00
Specialized tools sold to students	Cost
Culinary Arts:	
Food services	Cost
Two uniform set (\$40 each)	80.00
Portable Computer Lab Rental:	
Day usage	145.00
Week usage	500.00
Longer term	Negotiated
Quick Start Programs:	
Customized/Contracted training programs	Cost plus 30-50%
Industrial Assessments (per person)	150.00–175.00
CEU or CEARP transcripts	2.00/each
CEU, SB-CEU or CEARP processing charge (per person)	10.00/program
Welding:	
Scrap iron for projects	Cost
AWS welding certification:	
Students (full-time) – Plate 3/8"	35.00
Students (full-time) – Plate 1"	50.00
Students (full-time) – Pipe	50.00

FINANCE AND ADMINISTRATION DIVISION

AdIT Support Services

Custom programming (per hour)	40.00
Computer time (per CPU minute)	20.00
Create input document form (per hour)	40.00
Processing of returned forms (scan, verify, create output file, transmit)	40.00/hr
Test scoring (per test scored)	Negotiated
Press-on address labels – includes printing (per label)	0.02
Outside agency labels (per label)	0.03
Duplicating computer output (per page)	0.07
Data entry (per hour)	20.00
Data conversion	Negotiated

AdIT Telecommunications

Local call from campus phones – nonresidential (per call)	0.10
Long distance charges - domestic (per minute)	0.055
Long distance charges - Canada (per minute)	0.15
Long distance charges - International (per minute)	Cost
Telephone line/equipment/service charges (monthly cost):	
Virtual extension	3.00
Wireless infrastructure fee (16 users)	15.00
Family Housing LRE service	20.00
Line termination admin.	32.00
Line termination extension	1.00
Line termination family housing (line charge)	15.64
Line termination residence hall (line charge)	15.64
Line termination special circuit	4.59
Ameritech Family Housing listing	1.50
Telephone line/equipment/service charges (one-time cost):	
Telephone single line analog non-7xxx series	50.00
Telephone digital 2420 24-line with display & two-way speaker	Cost plus 15%
Telephone digital 6408 8-line with display & two-way speaker	Cost plus 15%
Telephone digital 6416 16-line with display & two-way speaker	Cost plus 15%
Telephone digital 6424 24-line with display & two-way speaker	Cost plus 15%
Conference Unit digital	100.00
Conference Unit analog	100.00
One-time service or installation/change charges:	
NMU voicemail	10.00
Auto-attendant (per mailbox)	10.00
Caller ID installation	10.00
Data activation	40.00
Data connection install – nonplenum or plenum (time and materials)	Cost

Installation (phone)	45.00
Move (per line)	25.00
Change	25.00
Miscellaneous labor (per hour) (Unusual requests by user – portal to portal)	40.00
Reconnect Fee (voice mail & caller ID) Student	5.00
Rapid response surcharge (per jack) (in addition to all regular charges for adds/moves/changes when less than 48 hours notice is given)	30.00
Patching fiber, per strand (with fiber rental)	30.00
One-time equipment purchases:	
Extra Battery for 3626 wireless phone	70.00
Leather Case for 3626 wireless phone	60.00
Daily charges:	
Conference unit	22.00
Fiber, single mode, per strand (24 hours)	50.00
Fiber, multi mode, per strand (24 hours)	50.00
Non-University telephone charges:	
ATT telephone directory listing	6.00
Collect call service charge – student residences only:	
One to five calls received (per month)	5.00
Six to ten calls received (per month)	10.00
More than ten calls received (per month)	15.00
Business Services	
Purchasing bid printing	Entire cost charged to project budget
University Bus:	
Minimum Charge (per day)	260.00
Per mile for 46 passenger bus	2.92
Overnight (unless contract group pays lodging & meals) (per day)	80.00
Middle layover day (3 day trip) – includes driver wage	156.00
Driver charge over 8 hours worked	16.00
Bump driver charge for trips over 10 hours	At Cost
Hourly rate:	
First hour	70.00
Second hour	40.00
Third hour	40.00
Fourth hour	40.00
Conferences	
Facility charges	Appendix D
For NMU-sponsored activities	Negotiated
For non-University programs	Negotiated
Late fees	Vary

Dining Services	
Replacement Fee for Lost Temporary Card	5.00
Summer camp card replacement	5.00
Staff meals (per meal)	Cost
Temporary Meal Card Processing Fee	5.00
Engineering and Planning	
Blueprints (per sheet):	
18" x 24"	1.55
24" x 36"	1.85
30" x 42"	2.10
36" x 48"	4.70
CAD velum and original drawing/square foot	2.10
Disk drawing files:	
Digital format (per file)	2.10
Digital format (per disk)	10.60
CAD services (per hour)	21.20
Architectural/Engineering services (per hour)	37.00
Facilities Operations	
Install and remove portable basketball floor cover – internal	100.00
Assemble and disassemble portable basketball floor – internal	500.00
Set up and take down tent – internal	Cost
Set up and take down state – internal	250.00
Set up for special events, including state, chairs, standby, hauling and cleanup - internal	350.00
Construction/renovation/installation – labor and materials	Cost
Financial Services	
Returned check charge (per check)	15.00
Return ACH Fee	30.00
4-Payment plan set-up fee	50.00
Billing deferment fee (enrollment on or prior to Aug. 1)	75.00
Billing deferment fee (enrollment after Aug. 1)	100.00
Payment plan late payment fee (each month payment is late)	25.00
Tuition late payment fee	100.00
Approved short-term and tuition loan application (each)	4.00
University internal department charge for all credit cards (except tickets) with the flexibility to adjust based on charges in bank rate	Using dept. 2.5% of total sale
Freedom of Information Requests	
Computer printout (per CPU minute)	20.00
Xerox copy (per sheet)	Printing Services dept. charge rate
Personnel time (Rate of lowest paid employee capable of retrieving the information)	Varies
Mailing labels (per label)	0.03

Motor Pool	
Charged according to State Motor Transport Division	
Network Access	
Basic (provides for basic use of connection to NMU network for internet and email)	
General use classroom and conference rooms	No charge
Labs, dedicated classrooms and dedicated conference rooms (per computer, per fiscal year)	50.00
Full (includes installation of network software, ongoing network connection, maintenance and upgrades of network software, and help desk support (per computer, per fiscal year)	204.00
Printing/Mail/Warehouse Services	
Auditron (per copy)	0.0750
Bindery:	
Collating (per sheet)	0.0581
Cutting	1.1471
Delivery:	
Service Building	0.4151
Outside	0.9395
Drilling:	
Drilling 1-hole (per sheet)	12.4208
Drilling 2-holes (per sheet)	12.4208
Drilling 3-holes (per sheet)	12.4208
Folding (per sheet):	
1 Fold	0.0324
1 Fold	0.0364
Padding:	
25 shts/pad (1-25)	0.4261
50 shts/pad (1-25)	0.4370
100 shts/pad (1-25)	0.5790
25 shts/pad (26-50)	0.3714
50 shts/pad (26-50)	0.3824
100 shts/pad (26-50)	0.4042
25 shts/pad (51-100)	0.3714
50 shts/pad (51-100)	0.3496
100 shts/pad (51-100)	0.3824
25 shts/pad (101-200)	0.3277
50 shts/pad (101-200)	0.3386
100 shts/pad (101-200)	0.3605
Plastic Comb/Spiral Binding:	
Punching (per sheet)	0.0082
3/16	0.4916
1/4	0.5026

5/16	0.6118
3/8	0.6991
7/16	0.7756
1/2	0.9286
9/16	1.1142
5/8	1.2563
3/4	1.4092
7/8	1.4201
1"	2.0756
1 1/2"	3.1462
2"	4.1403
Stitch/Staple	0.0350
Shrink Wrap:	
1-25 pkgs	0.5353
26-99 pkgs	0.4697
100-150 pkgs	0.4479
Color Copies:	
8.5 x 11:	
1-49	1.09
50+	0.55
8.5 x 14:	
1-49	1.1252
50+	0.8412
11 x 17:	
1-49	1.6386
50+	1.0924
Full coverage (extra toner)	0.1642
Cover Stock	0.0449
Engraving:	
1 nameplate	7.69
2	11.27
3	16.55
4	21.07
5 or more	5.27
Single name plate holder	3.70
Double name plate holder	8.12
Type 1 room designator	52.16
Type 1A	52.17
Type 2 room number	18.57
Type 3 -1 designator with message	54.36
Type 4 barrier free restroom	56.77
Type 4A	56.77

Type 4B	56.77
Type 5 restroom	56.77
Type 8 stairwell directory	154.72
Type 17 courtesy phone	56.77
Type 17A	56.77
Type 17B	56.77
Type 17C	56.77
Type 18	56.77
Type 18A	56.77
Type 20 in case of fire	56.77
Type 21 stairs	56.77
Type 22 Exit	56.77
Type 24 Handicap	56.77
Directory Strips	11.99
Faculty Designator	5.92
Engraving 1 room designator	52.16
Engraving 1 room number	18.57
Engraving 1 designator with message	44.15
Engraving 1 barrier free restroom	56.77
Engraving 1 restroom	56.77
Engraving 1 stairway direct	154.72
Engraving 1 building hours side load	69.31
Engraving 1 building hours top load	69.31
Engraving 1 message unit	43.33
Engraving 1 message unit w/o name	55.66
Engraving 1 no smoking	56.77
Engraving 1 courtesy phone	56.77
Engraving 1 assist for individuals	56.77
Engraving 1 in case of fire	56.77
Engraving 1 stairs	56.77
Engraving 1 directory insert	12.00
Engraving 1 faculty designated	5.92
Events Center seat numbers	5.91
Name plate 1 name	7.69
Name plate 2 names	11.28
Name plate 3 names	16.58
Name plate 4 names	21.07
Name plate additional names	5.27
Wall plate holder	2.65
Double name plate holder	8.12
Fax Services:	
Local (1-10 pages)	2.00

Long distance (1-10 pages)	4.00
International (1-10 pages)	4.00
Additional pages over 10 (per page)	0.10
High Speed Copy:	
8.5 x 11:	
1-15 front	0.0809
1-15 back	0.0708
16-49 front	0.0656
16-49 back	0.0573
50-99 front	0.0633
50-99 back	0.0558
100-199 front	0.0468
100-199 back	0.0410
200-299 front	0.0386
200-299 back	0.0337
300-399 front	0.0357
300-399 back	0.0312
400-499 front	0.0345
400-499 back	0.0302
500-599 front	0.0336
500-599 back	0.0294
600-699 front	0.0336
600-699 back	0.0294
700-799 front	0.0336
700-799 back	0.0294
800-899 front	0.0336
800-899 back	0.0294
900-999 front	0.0336
900-999 back	0.0294
1000+ front	0.0336
1000+ back	0.0294
Transparencies	
Color	1.7900
Black	0.9230
8.5 x 14:	
1-15 front	0.0815
1-15 back	0.0714
16-49 front	0.0677
16-49 back	0.0593
50-99 front	0.0667
50-99 back	0.0583
100-199 front	0.0508

100-199 back	0.0445
200-299 front	0.0424
200-299 back	0.0371
300-399 front	0.0400
300-399 back	0.0350
400-499 front	0.0384
400-499 back	0.0335
500-599 front	0.0374
500-599 back	0.0327
600-699 front	0.0374
600-699 back	0.0327
700-799 front	0.0374
700-799 back	0.0327
800-899 front	0.0374
800-899 back	0.0327
900-999 front	0.0374
900-999 back	0.0327
1000+ front	0.0374
1000+ back	0.0327
11 x 17:	
1-15 front	0.1617
1-15 back	0.1416
16-49 front	0.1311
16-49 back	0.0765
50-99 front	0.1202
50-99 back	0.0711
100-499 front	0.1027
100-499 back	0.0656
500-999 front	0.1005
500-999 back	0.0602
1000-1999 front	0.0995
1000-1999 back	0.0547
2000-2999 front	0.0995
2000-2999 back	0.0653
3000-3999 front	0.0995
3000-3999 back	0.0464
4000-4999 front	0.0995
4000-4999 back	0.0437
5000+ front	0.0995
5000+ back	0.0410
Large Format Printer:	
Charged per square foot	5.47

Mailing Services:	
First class mail (per piece)	0.0214
Third class bulk mail (per piece)	0.0321
Addressing on-campus mail pieces – Video Jet (per piece)	0.0337
Addressing off-campus mail pieces – Video Jet (per piece) (3rd Class)	0.0337
Tabbing - One Tab per hour	0.0174
Tabbing - Two Tabs per hour	0.0192
Inserting one piece	0.0563
Inserting two pieces	0.0646
Inserting three pieces	0.0732
Office Supplies:	
Envelopes:	
Inter Office #11	0.0563
Inter Office 9 x 12	0.0772
#10 BW Logo	7.9056
#10 Color Logo	8.0210
#10 BW Logo Window	9.6150
#10 Color Logo Window	11.2343
Logo 6.5 x 9.5	0.0449
Logo 9 x 12	0.1012
Color Logo 9 x 12	0.0788
NMU Logo 9 x 13	0.0675
Logo 11 x 14	0.1125
Forms:	
Check Request Forms	0.1237
Journal Entry Forms	0.1012
Purchase Requisition Forms	3.9359
Req for Printing Serv 25/pkg	3.0812
Travel Voucher Forms 25/pkg	8.8615
Warehouse Requisition Forms	0.0675
Budget Revision Perm.	0.0337
Budget Revision Temp.	0.0225
Incident Report for Acc/Inj	0.3936
Work Request Forms	0.1687
After Hours us of Univ Facility	0.1687
Student/Temp Labor Sheets	0.0337
Key Request Forms	0.0563
Bulk Mail Order Forms	0.1462
Maps Univ and City	0.2474
Limited Personal Serv Form	0.2249
Std Personnel Transaction	0.1574
Personnel Trans From	0.4274

Notify of Employment Change	0.4835
Cash Receipts Form	0.0563
Tuition and Fees Receipt	0.0225
Open File Charge	
Each	5.00
Stock prices for 8 ½ x 11 papers:	
20# 25% cotton white	0.03
20# Neenah solar white	0.03
22# Gilcrest paper	0.02
22# Gilcrest envelope	0.08
24# Laser bond white	0.01
24# Beckett cambric paper	0.03
24# Beckett cambric envelope	0.08
50# Offset	0.01
60# White	0.01
60# Astobrights	0.02
60# Astoparche	0.02
65# White	0.04
65# Astoparche	0.04
65# Colors	0.04
70# White	0.01
70# Color	0.02
70# Recycled	0.02
80# Hammermill color laser	0.03
80# White opaque	0.05
80# Spice/Ash/Spruce	0.06
80# Beckett Cambric cover	0.10
110# Cardstock (index) white	0.03
110# Cardstock (index) colors	0.03
24/70# Hammermill color laser (per ream)	12.23
MacTac Crack-n-Peel	0.27
For 8 ½ x 11 and 11 x 17 sizes, multiply the price for 8 ½ x 11 by 2	
University Center	
Room rental fee structure	Appendix J
A.V. equipment charges and usage fees	Appendix K
Office rental	
Internal groups – campus:	
Basic charge per square foot	10.50
External groups – off campus:	
Basic charge per square foot – Non-Profit	12.75
Basic charge per square foot – For Profit	14.75

Wildcat Express Card:	
Lost identification card – replace	15.00
Damaged identification card – replace	10.00
Individual photos (picture only, no pouches)	1.00
Student spouse	7.75
Retiree (charged to Human Resources)	7.75
Retiree spouse	7.75
NMU faculty/staff (charged to Human Resources)	7.75
NMU faculty/staff spouse (charged to Human Resources)	7.75
Summer camp ID card	7.75
Department copy card	7.75
Alumni	7.75
Dependent	7.75
Temporary Meal Card Processing Fee	5.00
Replacement Fee for Lost Temporary Card	5.00
Guest	15.00
CatCa\$h expired account processing fee	15.00
JXJ 102 student projector charges:	
NMU registered student organization	25.00
Non-NMU organization	80.00
Xerox copy service – UC office (per page)	0.10
Fax machine:	
Campus-to-campus (send) (per page)	0.50
Off-campus (local) – first page	1.00
Off-campus (local) – each additional page	0.50
Receiving FAX transmittals (each page up to 10 pages)	0.75
Receiving FAX transmittals (each additional page)	0.25
Outside United States (International) – first page	4.00
Outside United States (International) – each additional page	1.00
Off-campus long distance (send) – first page	2.00
Off-campus long distance (send) – each additional page	1.00
Commuter lockers:	
Locker rental (per semester)	10.00
Locker rental - coin operated (per use)	0.25
Billiard Table (per quarter hour)	0.50
UPS service charge:	
Per package fee	1.50
Address Correction fee	11.00

PRESIDENT DIVISION

Alumni	
Annual Dues (per year)	
Single	35.00
Couple	50.00
Life Membership	
Single	500.00
Couple	750.00
Athletics	
Summer Sports Camp Fees:	
Girl's Basketball	
Individual resident	185.00
Individual commuter	135.00
Day Camp	110.00
Boy's Basketball	
Individual commuter	75.00
Football	
Individual commuter – youth football camp	50.00
Individual commuter	100.00
Individual resident	150.00
Individual commuter - speed camp	75.00
Ice Hockey	
Hockey individual commuter - summer camp	345.00
Hockey individual commuter - 3 on 3	135.00
Goalie camp – commuter - 3 on 3	95.00
Swimming	
Individual resident	375.00
Individual commuter	175.00
Soccer	
Individual commuter - day camp (ages 5-7)	100.00
Individual commuter - day camp (ages 8-17)	140.00
Cross Country Running	
Individual resident	210.00
Team resident	195.00
Individual resident - Enduro	150.00
Track	
Individual commuter - day camp	100.00
Volleyball	
Little Wildcat (ages 8-12)	55.00
General All-Skills (ages 10 - 12) - Individual Commuter	55.00
General All-Skills (ages 10 - 12) - Individual Resident	115.00

Position Training (ages 13 - 18) - Individual Commuter	70.00
Position Training (ages 13 - 18) - Individual Resident	115.00
Advanced All-Skills (ages 13-18) - Individual Commuter	90.00
Advanced All-Skills (ages 13-18) - Individual Resident	165.00
Cheerleading	
Clinic	25.00
Summer Camp	50.00
Sport Camp Fees:	
Girl's young wildcat basketball – 1 st family member	40.00
Girl's young wildcat basketball – additional family members	30.00
Little dribblers basketball camp – 1 st family member	45.00
Little dribblers basketball camp – additional family members	35.00
Line charge for game broadcasts using Sports Information Director's telephone at the Superior Dome	25.00
Rights fee for broadcasting NMU varsity athletic contests	Negotiated
Volleyball Tournament	
High School & JV (per team)	140.00
Sport Ticket Prices	Appendix C
Communications	
Subscription for Northern HORIZONS magazine (3 issues/yr)	15.00
Simple web page design:	
Internal (per hour)	15.00
Non-profit (per hour)	20.00
Commercial (per hour)	25.00
Advanced design: forms, database & extensive graphics development	
Internal (per hour)	25.00
Non-Profit (per hour)	30.00
Commercial (per hour)	35.00
Secured server application:	
Internal (per site, per year)	100.00
Non-Profit	Not available
Commercial	Not available
Northern Horizons	Appendix M
Public Safety and Police Services	
Police report (copy)	2.00
Key replacement	Cost
Vehicle registration:	
Faculty/Staff – 1 year permit	130.00
Faculty/Staff – Winter	85.00
Faculty/Staff – Spring/Summer	40.00
Student Permit – 1 year	130.00
Student Permit – Winter	85.00

Student Permit – Spring/Summer	40.00
Special Commuter – 1 year permit	65.00
Special Commuter – Winter	40.00
Special Commuter – Spring/Summer	20.00
Motorcycle Permit	22.50
Temporary permits (four weeks)	15.00
Temporary permits (two weeks)	No charge
Transfer Fee	5.00
Decal Replacement	20.00
Faculty/Staff second permits are \$130-year, \$85-winter, \$40-spring/summer Student second permits are \$65-year, \$42.50-winter, \$20-spring/summer	
Fraudulent registration of a motor vehicle	25.00
Failure to register a motor vehicle	25.00
Fraudulent registration permit	25.00
Expired meter	5.00
Athletic/Event parking – charged for all events that have a door charge	2.00/car
Parking and traffic fines:	
Expired meter	5.00
Parking off paved area	25.00
Parking on sidewalk	25.00
Blocking traffic	25.00
Blocking driveway	25.00
Blocking building exit	25.00
Fraudulent registration of a motor vehicle	25.00
Failure to register motor vehicle	25.00
No parking 2 a.m. to 7 a.m. – lots	25.00
Prohibited zone	25.00
Unauthorized parking in assigned area	25.00
Handicapped	100.00
Unauthorized removal of parking citation	25.00
Improper display of registration permit	25.00
Fraudulent registration permit	25.00
Blocking crosswalk	25.00
Failure to display registration permit	25.00
Parked in loading zone	25.00
Parked across parking space	25.00
Blocking fire hydrant/fire exit	25.00
No parking 2 a.m. to 7 a.m. – streets	25.00
Failure to remove outdated permits	25.00
Illegal parking (other violations)	25.00
Failure to comply with plowing schedule	25.00
Regional Police Academy	4,900.00

Public Safety Institute:	
Weapons Simulator Training:	
Contributing members (per officer)	5.00
Non-contributing member (per officer)	50.00
Grant funded training sessions (per day)	200.00
Recreation Facilities and Services	
Equipment Rental	Appendix B
Recreation Memberships:	
Training Consortium (year)	
Training Consortium (year)	
First Adult	224.00
Spouse	148.00
Each child	72.00
Family rate	437.00
Training Consortium (mid-year rate)	
First Adult	164.00
Spouse	103.00
Each child	67.00
Family rate	330.00
Resident – general (year)	
First Adult	348.00
Spouse	220.00
Each child	107.00
Family rate	667.00
Resident – general (3 months)	
First Adult	156.00
Spouse	104.00
Each child	78.00
Family rate	350.00
Youth membership – without adult	
Year	208.00
3 months	133.00
Individual – monthly	62.00
Employee Group Program (Full year)	
First Adult	275.00
Spouse	182.00
Each child	90.00
Family rate	566.00
Special - Northern Alumni Association (Yearly rate)	
First Adult	240.00
Spouse	160.00

Each child	102.00
Family rate	578.00
Special – NMU Foundation (\$600 & \$1200 Blue Line/Wildcat Club), Campus Minister Pre-dental/Pre-medical Advisory Board, Physiology Lab doctor, Northern Initiatives (Yearly rate)	
First Adult	224.00
Spouse	148.00
Each child	72.00
Family rate	454.00
Student Recreation pass/Visiting University students/Resident Summer programs/North Star Academy students (fall, winter, or summer)	
1-2 undergraduate credits (per semester)	Resident membership
3-5 undergraduate credits (per semester)	88.00
6 or more undergraduate credits (per semester)	68.00
1 graduate credit (per semester)	Resident membership
2-3 graduate credits (per semester)	88.00
4 or more graduate credits (per semester)	68.00
Student Recreation pass (2 semesters - fall/winter)	
6 or more undergraduate credits (per semester)	120.00
4 or more graduate credits (per semester)	120.00
Student Recreation pass (3 semesters - summer/fall/winter)	
6 or more undergraduate credits (per semester)	180.00
4 or more graduate credits (per semester)	180.00
Student Family Recreation pass (3 semesters - summer/fall/winter)	230.00
UP Health Ed Corp.	
Student (per semester)	78.00
Student (2 semester - fall/winter)	146.00
Spouse (per semester)	83.00
Spouse (2 semester - fall/winter)	156.00
Each child	42.00
Family Pass (children only)	78.00
Students' spouse/dependant (must make an initial purchase of an ID card along with the recreation fee)	
Spouse	65.00
Each child	40.00
Family – children	75.00
Family Guest Pass	
Consists of up to 4 family members	10.00
Daily Passes:	
PEIF & Superior Dome Guest Pass	6.00
Group rate (20 or more) (each person)	5.00
Punch card	75.00

Recreation ID card/replacement card	7.75
Facility Rentals (PEIF):	
Category A – groups consisting of student/faculty/staff	
Category B – generally University-sponsored and non-profit activities	
Category C – generally non-University sponsored group	
Vandament Arena:	
Category A – day	179.00
Category A – ticketed events (group C) (add'l 50 cents per person)	61.00
Category A – NMU Volleyball games	170.00
Category B – day	675.00
Category B – ticketed events (group C) (add'l 50 cents per person)	102.00
Category C – day	843.00
Category C – ticketed events (group C) (add'l 50 cents per person)	117.00
Dance Studio:	
Category A – day	72.00
Category A – hour	19.00
Category B – day	141.00
Category B – hour	29.00
Category C – day	218.00
Category C – hour	39.00
Swimming Pool:	
Category A – hour	55.00
Category B – hour	69.00
Category C – hour	94.00
Gymnasium (150 & 154) each:	
Category A – day	84.00
Category A – hour	39.00
Category B – day	141.00
Category B – hour	52.00
Category C – day	214.00
Category C – hour	68.00
Racquetball Courts:	
Category A – hour	46.00
Category B – hour	74.00
Category C – hour	105.00
Facility Rentals (Berry Events Center):	
Events requiring ice covering:	
Daily rate (plus \$1.00 per person)	2,500.00
Dry floor events:	
Daily rate (plus \$1.00 per person)	1,800.00

High School Games:	
Hockey – per game (plus \$1.00 per person)	600.00
Basketball – when court is down (plus \$1.00 per person)	600.00
Basketball – need court setup (plus \$1.00 per person)	1,500.00
Ice Arena – Ice Rental	
Prime time (per hour)	150.00
Prime time - 20+ hours (per hour)	140.00
Prime time - 75+ hours (per hour)	130.00
Prime time - 100+ hours (per hour)	125.00
Facility Rental (Superior Dome):	
High School football charges:	
Rental charge (plus 25% of the gate)	900.00
Game management costs are extra. Contractual agreement with MHSAA	
Practice time (per hour)	50.00
Home team – 1 free hour of practice time	
Track:	
Charge per meet	900.00
Practice – each student (with coach)	1.00
College Charges:	
NMU Football (per game)	700.00
Non-Profit/Youth events (per hour)	150.00
Trade/Exhibit shows:	
Non-University groups (per day) – (plus \$1.00 per person and additional costs for set-up and/or special needs. Groups will be given given 1/2 of a day to move-in free of charge. Additional time for move-in and move-out at one-third the daily rate).	2,600.00
Late charge for late removal (per booth)	50.00
Walking Pass:	
Walking/jogging pass (Semester)	30.00
Walking/jogging pass (Year)	50.00
Walking/jogging pass - couple (Semester)	50.00
Walking/jogging pass - couple (Year)	100.00
Guest walking/jogging pass (per day)	3.00
Assemble/Speakers (per day) – minimum to maximum (plus an additional cost for special needs)	700.00-1,200.00
Tennis:	
NMU students with recreation membership	No charge
Guest pass (per person, per hour)	3.00
Facility Rental – Outdoor Fields (Wright & Lincoln Streets)	
1-4 days (per field, per hour)	35.00
5-9 days (per field, per hour)	20.00

10-19 days (per field, per hour)	15.00
20 or more days (per field, per hour)	10.00
Instructional Sports (outreach)	
Facility user charge (per participant)	6.00
Recreation members – 20% discount on selected classes	
Facility Rentals for Summer Camps	
Facility user charge (per person, per week)	15.00
Intramural forfeits:	
Team activities	25.00
Individual activities	10.00
Locker Rental:	
Full size (per semester – student)	30.00
Lock and towel	5.00
Senior Swim (per semester)	30.00
Recreation member (year)	56.00
Recreation member (mid-year)	46.00
Replacement lock	10.00
Replacement towel	10.00
Locker cleaning charge	22.00
Racquet rental	1.00
Outdoor Recreation Center Rental Fees:	
Drop-in climbing (non-members)	
Adult	5.00
High School	5.00
Children (6–18 years)	5.00
Children (5 & under)	No charge
Student recreation member	No charge
NMU faculty/staff recreation member	No charge
Community recreation member	No charge
Climbing punch card – 10 punches	40.00
PEIF opened during non-operating hours, for non-class activities (per hour)	12.00
Ticket Office	
NMU Sponsored Events:	
Ticketing Charge:	
Athletic single tickets-Volleyball (per ticket)	0.31
Athletic single tickets-Football, Hockey, Basketball (per ticket)	0.77
Athletic season tickets-Football, Volleyball, Basketball (per ticket)	0.82
Athletic season tickets-Hockey (per ticket)	0.87
Athletic single tickets-Volleyball (per game)	100.00
Athletic Hockey consignments (per series)	100.00
FRT single tickets (per ticket)	0.77
FRT Scrooge tickets (per ticket)	0.77

FRT season tickets (per ticket)	0.82
NMU Performing Arts single tickets (per ticket)	0.77
NMU Performing Arts season tickets (per ticket)	0.82
Student Activities-NAE/Platform Personalities (per ticket) (\$1.00 - \$7.99)	0.31
Student Activities-NAE/Platform Personalities (per ticket) (\$8.00 - \$11.99)	0.56
Student Activities-NAE/Platform Personalities (per ticket) (\$12.00 - \$24.99)	0.77
Student Activities-NAE/Platform Personalities (per ticket) (\$25.00 - up)	1.00
Superior Dome-High School Football games/HSFB playoffs/Tradeshows (per ticket)	0.31
Marquette Symphony Orchestra season tickets (per ticket)	0.82
Marquette Symphony Orchestra single tickets (per ticket)	0.77
Ice Hockey away game tickets (tickets sent to NMU for sales to NMU fans) (per ticket)	1.00
NMU ticketing agent for outside agency (depending on scope of project)	Negotiated
"EZ" tickets as ticketing agent for outside agency (non-departmental), one time non-seasoned ticketed event fee:	
Reserved Event	150.00
General Admission	100.00
Various Charges:	
Address labels and setup charge (1 hr. plus materials)	20.00
Exchange and/or replacement for season ticket(s)	2.50-4.50
Exchange and/or replacement for single event	1.00
Convenience Charge: (Tickets purchased by cash or check at a ticket station would not be subject to this charge; all other purchases would be. E.g. credit card, phone order, mailing tickets, held at will call.)	
Single event/ticket (up to max of \$15.00)	1.75
Season tickets – performing arts or Mqt Symphony Orchestra (per season order)	6.00
Season tickets – athletics or theatre (per season order)	6.00
Outlet/Contracts:	
Off campus equipment damage/replacement, phone lines, amount per ticket, hours of operation	Negotiated
Equipment-Furnished/Replacement:	
All outlets (on and off campus) – New cords required because lost, change of location, damage other than normal wear and tear (material and time)	Cost
Damage to equipment – repair or replacement	Cost
Selling and Advertising:	
Advertising on season ticket stock	Negotiated
Advertising on Boca ticket stock	Negotiated
Advertising on envelopes	Negotiated

USOEC-Sports Training Center	
Boxing participation fee (per semester)	500.00
USOEC resident participation fee (per semester)	500.00
Facility use fee - non-students (per semester)	150.00
Facility use fee - students (per semester)	250.00
Daily rate for USOC approved participants (partially subsidized)	20.00
Daily rate for USOC approved international athlete	60.00
Daily rate for USOC non-criteria athletes	40.00
GLSTC daily rate – off complex	10.00
GLSTC daily rate – on complex	40.00
GLSTC daily rate – international	60.00
GLSTC club membership (per member, per semester)	40.00
Great Lakes Sports Academic rate (per semester)	480.00
Youth wrestling program (per contact hour)	2.00
Strength and conditioning program (18 sessions)	200.00
Strength and conditioning program (36 sessions)	350.00
Discount for 3-4 members of the same team	25.00
Discount for 5 or more members of the same team	50.00
Discount for NMU students	50.00
Coaches strength and conditioning clinic	35.00
Wrestling club fee (per person, per contact hour)	1.00

APPENDIX A

NMU TICKET POLICY

Introductory Statement

Northern Michigan University programs which use tickets for admission are under the supervision of several committees and departments. The University ticket policy has been developed to allow these groups to groups to adjust internal policies to provide optimal services to users, to give programs a means to generate revenue, and to utilize admission to University programs as promotion for the University.

Sales Location & Responsibility

The Music Department, Theatre Department and the Student Activities Office will handle tickets for events in their respective areas. Sale of tickets will be handled by these areas in conformance with University Policy and Procedures.

Sale of tickets for athletic contests will be handled through a centralized ticket office in Recreation Facilities and Services and can be purchased at ticket outlets in the Superior Dome, Willy's Snak Shak, and Forest Roberts Theatre. The Director of Athletics, the Business Manager for Athletics, and the Ticket Manager will develop and prepare recommendations for changes in policies governing the sale and distribution of season tickets for review and approval by the President's Council.

Complimentary Tickets

Complimentary tickets should be used prudently within the various groups to promote the activities of the respective areas. Each policy-making board should specifically identify criteria and categories of people who may receive complimentary tickets and will submit these to the President's Council for review and approval. Complimentary tickets should be limited to specific events. Each division will submit its names and rationale for complimentary tickets to the centralized ticket office for review and accounting. All athletic complimentary tickets will comply with NCAA policies and regulations. The Director of Athletics will verify compliance with these regulations and will submit all complimentary lists to the Vice President for Finance and Administration.

Complimentary tickets for Development Fund contributors will be authorized by the Director of Development in coordination with the Music, Theatre, and Athletic Departments. Complete records will be maintained in the Development Fund Office and the respective department offices for audit purposes.

University Guest Passes

It is understood that the President's Office will use complimentary tickets (passes) to promote University activities. The Office of the President will issue University Guest Passes which may admit individuals to all or specific University sponsored activities for the school year. These University Guest Passes will be honored by all ticket takers, or, when requested, must be exchanged for reserved seats. Policy boards may recommend to the Office of the President categories of people who should receive University Guest Passes. The Office of Human Resources will control the distribution of the University Guest Passes. Retired faculty may receive University Guest Passes or complimentary tickets as they are available and upon request. These tickets or passes will be issued through the Office of Human Resources.

Student ID's

Student ID cards may allow admittance to some University events on campus at no charge. In other cases, students may obtain admission at reduced rates by presenting a valid student ID card.

Special Days and Events

Each policy-making board may designate special situations and special days for tickets which may be sold with price differential. The Vice President for Finance and Administration will approve all special situations for Intercollegiate Athletics. The respective President's Council member will approve special situations for his/her area. All special situations are subject to final review by the President's Council.

Alumni Office

On certain occasions, the Alumni Office will want to use tickets to encourage attendance at University activities. The Alumni Office may directly approach policy groups to request special prices or complimentary tickets for specific groups or events.

Media Passes

The Office of Communications will issue Media Passes for specific activities for identification purposes rather than blanket general admission tickets to campus events. Media passes will be issued by name to a specific individual rather than by quantity to local media. Media passes may be used for admission to University events by members of the working press. For reserved seats, media must coordinate requests through the Office of Communications. Media passes for athletic events will be coordinated through the Sports Information Director.

Ticket Sales and Format

1. Changes in Ticket Pricing - Changes in any University season ticket price as well as any change in price for special days or groups must be reviewed through regular procedure and then submitted to the President's Council for final Council for final review and approval.
2. Format - Season tickets should include inclusive dated and name of the event. The printing of season tickets for events should be coordinated through the Ticket Office.
3. Ticket Office - All ticket sales for athletic (season and single) events will be under the supervision of the Ticket Office Manager.
4. Tickets for other University sponsored events will be coordinated by the respective areas.

Policy Groups

The Athletic Department, the Student Activities Office, the Department of Music, and the Theatre Department are the major ticket distributors on campus. The ticket policies of these and any other groups must conform to the University ticket policy. Any change in ticket policy must be reviewed by the individual groups and approved by the President's Council. Tickets for retirees will be handled by the Office of Human Resources.

APPENDIX B

RECREATION FACILITIES & SERVICES FEES AND CHARGES

Camping Gear	Daily Rec. Member	Daily Other	Weekend Rec. Member	Weekend Other	Week Rec. Member	Week Other	Cleaning Fee
Backpack	5.00	10.00	10.00	15.00	18.00	32.00	10.00
Daypack	3.00	5.00	6.00	8.00	10.00	16.00	5.00
Backpack Cover	1.00	2.00	2.00	4.00	3.00	7.00	2.00
Stuff Sack	1.00	2.00	2.00	4.00	3.00	7.00	2.00
Tarp	2.00	4.00	3.00	5.00	6.00	10.00	5.00
Sleeping Bag	5.00	10.00	10.00	15.00	18.00	32.00	20.00
Winter Sleeping Bag	8.00	12.00	12.00	18.00	25.00	36.00	20.00
Self-Inflating Sleeping Pad	3.00	5.00	5.00	7.00	8.00	13.00	5.00
Two-Person Tent	5.00	10.00	8.00	12.00	16.00	28.00	25.00
Four-Person Tent	8.00	12.00	10.00	15.00	25.00	36.00	25.00
Six-Person Tent	10.00	14.00	12.00	18.00	3,000.00	40.00	25.00
Pack Stove	4.00	6.00	6.00	12.00	12.00	21.00	10.00
Fuel Bottle	1.00	2.00	2.00	4.00	3.00	7.00	10.00
Water Bag	2.00	4.00	4.00	6.00	7.00	12.00	2.00
Water Bottle	1.00	2.00	2.00	4.00	3.00	7.00	2.00
Cook Set	2.00	2.00	4.00	6.00	7.00	12.00	10.00
Head Lamp	2.00	4.00	4.00	6.00	7.00	12.00	5.00
Trowel	1.00	2.00	2.00	4.00	3.00	7.00	10.00
Compass	2.00	4.00	4.00	6.00	7.00	12.00	5.00
Croquet Set	5.00	10.00	8.00	15.00	16.00	30.00	5.00
Volleyball Set	10.00	15.00	15.00	20.00	30.00	45.00	5.00
Boating Gear	Daily Rec. Member	Daily Other	Weekend Rec. Member	Weekend Other	Week Rec. Member	Week Other	Cleaning Fee
Canoe Package	20.00	35.00	35.00	50.00	75.00	100.00	25.00
Kayak Package	18.00	30.00	30.00	45.00	55.00	75.00	25.00
Canoe & Paddle	15.00	20.00	25.00	35.00	55.00	75.00	25.00
Kayak Paddle	12.00	18.00	20.00	28.00	45.00	60.00	25.00
PFD – Adult & Youth	3.00	5.00	5.00	8.00	10.00	15.00	10.00
Car Top Accessories	5.00	8.00	8.00	10.00	10.00	15.00	5.00
Paddle Only	1.00	3.00	3.00	5.00	5.00	8.00	2.00

Snow Gear	Daily Rec. Member	Daily Other	Weekend Rec. Member	Weekend Other	Week Rec. Member	Week Other	Cleaning Fee
Cross Country Ski Package	10.00	15.00	15.00	20.00	30.00	45.00	5.00
Skis Only	8.00	12.00	10.00	15.00	25.00	36.00	5.00
Boots Only	6.00	10.00	8.00	12.00	18.00	28.00	5.00
Poles Only	3.00	6.00	5.00	10.00	10.00	18.00	5.00
Snow Shoes	7.00	15.00	15.00	20.00	25.00	45.00	5.00
Ice Auger	2.00	4.00	4.00	6.00	7.00	12.00	5.00
Ice Fishing Outfit	10.00	15.00	15.00	20.00	30.00	45.00	10.00

APPENDIX C

NMU ATHLETIC SPORTS TICKET PRICES

	Single		Season (Discounted Season Ticket per Game)	
	Adult	NMU Student or 18 and Under	Adult	NMU Student or 18 and Under
Football				
Reserved Seats sec 16, 17 & 18	11.00	5.00	7.00	3.00
General Admission - All sections other than reserved	9.00	5.00	7.00	3.00
Volleyball				
General Admission	7.00	5.00	5.00	3.00
Basketball				
General Admission	7.00	5.00	5.00	3.00
Hockey				
Reserved Seats	15.00	7.00	10.00	6.00
Standing Room	13.00	6.00		

Season Ticket Purchase Options:

1. Football, volleyball, basketball family package: Mother, father & children, any number, per single game for \$18.
2. NMU Faculty/Staff Season Package: General admission ticket package for football, volleyball and basketball HOME games - \$50 employee and \$25 for each additional family member or \$100 family. Payroll deduction available.
3. Pick 10 Packs are available for football, volleyball and basketball. 10 ticket vouchers \$50 (can be used in any combination).
4. Hockey group rate for 15 tickets or more to a single game for students (18 & Under) = \$6 and Adults = \$9 (excluding Michigan State, Michigan and Michigan Tech.).
5. Hockey season ticket packages will be available for Friday or Saturday series at a prorated full season ticket price.
6. Incoming full-time freshman and first time students will be charged a one-time fee of \$200, allowing them to be admitted free to all regular season events.
7. Faculty/staff/retiree hockey season ticket purchase limited to two per employee @ \$10 per game.
8. Retirees have the option of free season tickets for football, volleyball and basketball. See the Ticket Office in the Dome for details.
9. A group rate for 15 or more to a single game will be available for all volleyball, football and basketball games for \$3.00.

Notes:

1. Children six and under are admitted free to football, basketball and volleyball (no ticket). Children two and under are admitted free to hockey (no ticket).
2. All other athletic events not listed are free.
3. For NMU student ticket prices to apply, a student (graduate/undergraduate) must be enrolled in at least 6 credits.
4. An NMU student hockey season ticket is limited to one per student at \$76.00.

APPENDIX D

CONFERENCE DEPARTMENT FACILITY CHARGES

Building	Room	University Sponsored	Non-University Non-Profit	Non-University Commercial
Cohodas	412 Computer Lab	30.00/hr		57.00/hr
		(NMU employee training – 25.00/hr)		
Gries	Classrooms	25.00	50.00	75.00
Jacobetti Center	Commons Area	75.00	125.00	175.00
	106	25.00	50.00	75.00
	111 East	40.00	70.00	100.00
	111 West	25.00	50.00	100.00
	132	25.00	50.00	100.00
	133	25.00	50.00	100.00
	134	40.00	70.00	100.00
	203	25.00	50.00	75.00
	205	25.00	50.00	100.00
Jamrich Hall	101	75.00	125.00	175.00
	102	100.00	150.00	200.00
	103	75.00	125.00	175.00
	104	50.00	100.00	150.00
	105	50.00	100.00	150.00
	238	50.00	100.00	150.00
	216	50.00	100.00	150.00
	Classrooms	25.00	50.00	75.00
McClintock	Classrooms	25.00	50.00	75.00
Service Center	Conference Rooms	25.00	50.00	75.00
West Science	Classrooms	25.00	50.00	75.00
	Lecture A	50.00	100.00	150.00
	Lecture B	50.00	100.00	150.00
	Lecture C	50.00	100.00	150.00
New Science Facility	Classrooms	25.00	50.00	75.00
	Lecture Hall	75.00	125.00	175.00
Thomas Fine Arts	Classrooms	25.00	50.00	75.00
Whitman	Classrooms	25.00	50.00	75.00
	Commons Area	75.00	125.00	175.00
Hedgcock	Conference Rooms	25.00	50.00	75.00
	Training Room 2303	40.00	70.00	100.00

Jacobetti Center Labs	Hourly Rate	Daily Rate	
Auto - JC 220 *	50.00	200.00	
Collision Repair - JC 218 **	50.00	200.00	
Cosmetology - JC 114 *	20.00	100.00	
Electronics - JC 202 *	50.00	200.00	
High Bay - JC 138 *	85.00	300.00	
HVACR - JC 128 *	85.00	300.00	
Hydraulics - JC 126 *	75.00	300.00	
Kitchen - JC 208 *	85.00	300.00	
Machine Shop - JC 130 *	85.00	300.00	
Materials Testing - JC 139 *	75.00	300.00	
Sheet Metal - JC 121 *	50.00	200.00	
Welding - JC 140 *	75.00	300.00	
Wood Shop - JC 137 *	75.00	300.00	

Custodial services must be provided @ cost of \$30/hr. (minimum - 3 hours, i.e.. \$90)

Hourly = less than 6 hours Daily = more than 6 hours

* Additional fee charged for tool usage and supplies (gas, rods, cleaning chemical, etc.) - negotiated

** Does not include the paint spray booth

Reynolds Recital Hall	Campus Groups	Off-Campus Groups	
Rehearsal Time (per hour)	30.00	50.00	
Performance Time (per hour)	50.00	90.00	
Piano Use (7-ft Steinway)	180.00	250.00	
Organ Use	250.00	360.00	
Stage Chairs (each)	1.00	1.00	
Music Stands (each)	1.00	1.00	
Music Stand Lights (each)	1.00	1.00	
Choral Risers (each)	5.00	5.00	
Large Ensemble Risers (each)	5.00	5.00	
Warm-up/Storage room (per event)	25.00	50.00	
House/stage lighting burn time (per hour)	10.00	25.00	

APPENDIX E**FACILITIES RENTAL RATES****OFFICE OF HOUSING AND RESIDENCE LIFE****(In effect from the Fall of 2003 through the Summer 2004)**

Quad II Dining Room (rates by type of group)	Rate
Registered residence hall student organizations:	No Charge
Registered student organizations:	
Set-up for 25 and under	20.00
Set-up for 26-99	45.00
Set-up for 100 or more	70.00
University departments:	
Set-up for 25 and under	25.00
Set-up for 26-99	50.00
Set-up for 100 or more	70.00
Great Lakes Sports Training Center/Olympic Education Center	
Set-up for 25 and under	25.00
Set-up for 26-99	50.00
Set-up for 100 or more	70.00
Non-University organizations	
Set-up for 25 and under	40.00
Set-up for 26-99	70.00
Set-up for 100 or more	95.00
Residence Hall Common Area Rental Rates (for summer groups)	
West Hall and study lounges, residence hall recreation rooms	25.00
Multi-Day Discounts for Residence Hall Common Areas/Quad II Dining Room (for summer groups)	
Day 2	0.20
Day 3	0.30
Day 4 (or more)	0.40

APPENDIX F**BUILDING/FACILITY RENTAL RATES****OFFICE OF HOUSING AND RESIDENCE LIFE**

Building	Department	Area	Annual Amount
Hunt Hall	Lutheran Campus Ministries (\$5.00/sq ft)	448 sq ft	\$2,240
Wilkinson Avenue	External Rental	1,485 sq ft	\$1,000/mth
Quad II Central Area	CIS Lab (\$5.50/sq ft)	1,100 sq ft	\$6,050
	CIS Lab Debt Repayment		\$3,690
	CIS Lab Interest		\$962
Quad II Central Area	Telephone Systems (\$5.50/sq ft)	1,000 sq ft	\$5,500
	Micro Repair (\$5.50/sq ft)	1,000 sq ft	\$5,500
TOTAL		5,033 sq ft	\$30,187

APPENDIX G

MISCELLANEOUS CHARGES

OFFICE OF HOUSING AND RESIDENCE LIFE

Apartment Transfer Fee	75.00
Bicycle Retrieval Fee	25.00
Chairs, Tables, Risers Rental:	
Folding Chairs:	
First Day (per dozen, per day)	4.00
Each additional day (per dozen, per day)	1.00
8' Tables	
First Day (each, per day)	2.50
Each additional day (each, per day)	0.65
Air Conditioner Electrical Surcharge (per month)	20.00
Advance Payment Late Fee	25.00
Contract Termination Fee – Residence Hall	50.00
Delivery/Pick-up Service (Building Services Shop)	
Vehicle use charge (per hour) (\$25 minimum)	25.00
Labor (per hour)	Approved wage plus fringe rate
Early Arrival – Residence Hall (per day)	rate
Improper Room Readiness Fee	250.00
Improper Apartment Readiness Fee	100.00
Improper Stored Property Removal (apartment) – (\$10 minimum and may involve delivery/pick-up charges above)	Cost
Late Contract Termination Fee	150.00
Late Check-out – Unauthorized (per hour)	50.00
Reassignment Fee	100.00
Under-assigned double room check-out fee	50.00
Lease Terminal Fee – Apartment	150.00
Lease Termination Fee (Specific Periods) - Apartment	350.00
Lease Extension – Unauthorized	Double approved daily rental rate
Linen Exchange	
Two towels/one washcloth (per person)	1.50
Two sheets/one pillowcase, two towels and one washcloth (per person)	3.60
Linen Rental – (week or any part of a week)	
Bed linen	2.40
Bath set-up	0.70
Linen package	3.00
Delivered/Picked-up – Add	5.00

Loft Kit Rental (per semester) (minimum charge of \$25.00)	35.00
Blankets	
First Day (each)	0.55
Each additional day (each)	0.14
Rental Pillows	
First day (each)	0.40
Each additional day (each)	0.10
Replacement Charges:	
Bed sheet	14.00
Blanket	16.50
Pillow	3.75
Pillow case	3.80
Towel	4.00
Wash cloth	0.70
STC – Meyland Hall	
Set-up	1.56
Daily exchange	0.48
Mini-Refrigerator	
Small Capacity Refrigerators (2.5 cubic feet)	
Semester Rate (1st semester-includes delivery and pick-up)	32.50
Semester Rate (2nd semester)	22.50
Large Capacity Refrigerators (3.7 cubic feet)	
Semester Rate – First semester (includes delivery/pick-up charge)	45.00
Semester Rate – Second semester (continuation from first semester)	35.00
Unscheduled Pick-up	10.00
Short-Term Rentals	
Small Capacity Refrigerator (2.5 cubic feet)	
First week – or any part of week (includes delivery/pick-up charge)	12.25
Additional weeks	1.50
Large Capacity Refrigerator (3.7 cubic feet)	
First week – or any part of week (includes delivery/pick-up charge)	14.25
Additional weeks	2.75
Early Termination of Rental	5.00
Cisco Activation Fee	25.00
Furniture removal charge	125.00

APPENDIX H**GUIDELINES FOR REPAIR AND REPLACEMENT CHARGES****RESIDENCE HALL FACILITIES, FIXTURES AND FURNISHINGS****OFFICE OF HOUSING AND RESIDENCE LIFE**

The amounts listed below are estimates of the cost of labor and materials required for the repair and/or replacement of damaged residence hall property. These amounts are to serve as guidelines for charges and in many cases are listed as minimums. Actual charges may be higher. Questions regarding these or related charges should be directed to you resident director or the Office of Housing and Residence Life.

Bathroom:	
Lights – fluorescent fixture	65.00
Mirror	40.00
Medicine Cabinet	100.00
Partition	550.00
Shower Curtain	6.00
Shower Head	20.00
Sink	100.00
Tissue Holder	20.00
Toilet	175.00
Toilet Seat	25.00
Toothbrush and Glass Holder	10.00
Towel Bar	20.00
Cleaning and Painting:	
Clean Room or Bathroom	20.00
Repair Nail Hole in Wall (includes paint touch-up)	
One hole	25.00
Additional holes (each)	1.00
Painting	
Door – one side	25.00
Door – both sides	40.00
Peg or Bulletin Board	35.00
Wall	40.00
Complete Room	125.00
Wash Wall	20.00
Door Hardware	
Door Closure	
Repair	20.00
Replace	150.00
Door Knob	36.00
Door Lock Plate	20.00
Door Viewer (peephole)	7.50
Door Stop	15.00

Lock	
Mortise	150.00
Change Core – room	20.00
Change Core – 3-man suite/apt.	25.00
Change Core – Apt. – 4 core	30.00
Replace Core/Repair	35.00
Key replacement	3.00
Furnishings – Student Room	
Beds:	
Foot	35.00
Head	35.00
Spring	70.00
Mattress	80.00
Mattress Cover	35.00
Mattress Pad	7.50
Reassembly	15.00
Bookcase Replacement	145.00
Chair (student desk)	90.00
Chest	291.00
Desk	192.00
Drapery	
Quad I & II	125.00
UC Quad	170.00
Drawer (chest or desk)	20.00
Hutch	95.00
Kitchen chair (Spooner Hall)	45.00
Kitchen Table (Spooner Hall)	90.00
Living room chair (Spooner Hall)	249.00
Loft Removal	15.00
Love seat (Spooner Hall)	346.00
Shelf (above desk)	100.00
Small 4 drawer dresser (Spooner Hall)	256.00
Wastebasket	5.00
Lights	
Exit Lights (fixture and installation)	125.00
Non-illuminated exit sign	20.00
Fluorescent bulb – hallway	5.00
Diffusers	20.00
Study/TV lounge fixture	60.00
LB240 fixture	65.00

Student Room	
Base Cove (minimum)	25.00
Base Cove - over 12' (per foot charge)	2.00
Ceiling Tile (one)	25.00
Additional Tile (each)	5.00
Floor Tile (one)	25.00
Additional Tile (each)	5.00
Closet Door	
Repair Wooden Door	20.00
Replace Wooden Door	175.00
Replace Naugahyde Drape	100.00
Cover Pate for Switch/Outlet	5.00
Drapery Rod	20.00
Light Fixture	65.00
Light Switch	15.00
Pegboard (replace)	50.00
Screen – repair	20.00
Screen – Replacement	30.00
Window	
Single Pane	45.00
Thermopane	75.00
Other	
Carpet – burn hole	25.00
Carpet cleaning – Spooner Hall (per room)	20.00
Exit sign – replace	22.00
Fire alarm station glass	5.00
Fire Extinguisher	
Refill – water	25.00
Refill – dry chemical	30.00
Replace – water	75.00
Replace – dry chemical	30.00
Formica Top (per foot)	20.00
Ironing Board	40.00
Cover	10.00
Paper Towel Dispenser	35.00
Smoke Detector	
Rehang	50.00
Replace including conduit	85.00

APPENDIX I

GUIDELINES FOR REPAIR AND REPLACEMENT CHARGES

APARTMENT FACILITIES, FIXTURES AND FURNISHINGS

OFFICE OF HOUSING AND RESIDENCE LIFE

The amounts listed below are estimates of the cost of labor and materials required for cleaning or the repair or replacement of damaged apartment facilities, fixtures or furnishings. **There is a minimum of \$15.00 service charge.** These prices are intended to serve as a guideline and are listed as *minimum* charges. Actual charges may be higher.

Appliances:	
Range:	
Cleaning	20.00
Broiler pan	20.00
Drip pan	5.00
Grate	10.00
Replace range	Cost plus labor
Refrigerator:	
Cleaning	20.00
Chiller tray – replace	20.00
Door liner – freezer	35.00
Door liner – main door	100.00
Replace refrigerator	Cost plus labor
Base Cove	25.00
Bathroom fixtures:	
Lights	25.00 & 45.00
Mirror	40.00
Medicine cabinet	100.00
Drawer – repair	10.00
Drawer – replacement	20.00
Shower curtain	6.00
Shower head	20.00
Sink	100.00
Tissue holder	20.00
Toilet	175.00
Tank cover	20.00
Seat	25.00
Toothbrush and glass holder	10.00
Towel bar	20.00
Vanity	175.00
Door:	
Exterior door	
Refinish/repaint	30.00
Replace	Cost plus labor

Inside door	
Repair	15.00
Refinish	30.00
Replace	120.00
Door-hardware	
Door closure	
Repair3	20.00
Replace	150.00
Door knob	36.00
Locks	
Change core (apartment)	25.00
Change core (apartment – 4 core)	30.00
Clean lock (and replace if necessary)	35.00
Mortise	150.00
Door viewer (peephole)	7.50
Drapery Rod	30.00
Flooring:	
Carpet – cleaning	
One room	20.00
Complete apartment – one bedroom apt.	34.00
Complete apartment – two bedroom apt.	39.00
Townhouse	49.00
Spot clean	12.00
Carpet – repair	25.00
Carpet – replace	Cost plus labor
Carpet – stains	125.00
Tile	
Replace one tile	25.00
Replace additional tile (each)	2.00
Furnishings:	
Bed – full	260.00
Bed – twin	220.00
Chair (upholstered)	
Clean	25.00
Replace cushion (each)	20.00
Re-upholster chair	100.00
Replace	250.00
Chair (rocker)	
Re-upholster	90.00
Couch (upholstered)	
Clean	30.00
Replace cushion (each)	20.00

Re-upholster couch	135.00
Replace	400.00
Dining room table	110.00
Dining room chairs	45.00
Kitchen cabinets	
Refinish/repaint – upper/lower	40.00
Refinish/repaint – total	75.00
Lights:	
Bathroom fixture – replace	25.00
Kitchen fixture – replace	45.00
Fixture repair	15.00
Switch/outlet	15.00
Switch/outlet – cover plate	5.00
Mattress/Mattress Pad:	
Box spring	50.00
Mattress – full	100.00
Mattress – twin	80.00
Pad – twin	7.50
Smoke Detector:	
Replace including conduit	85.00
Walls (paint):	
Each wall	40.00
Room:	
Bedroom	80.00
Bathroom	60.00
Living room	125.00
Complete Apartment	
One bedroom	400.00
Two bedroom	510.00
Townhouse	600.00
Walls (repair):	15.00
Walls (wash):	20.00
Windows/Screens/Blinds:	
Replace window	Cost plus labor
Blinds	
Repair	10.00
Replace	45.00
Screen	
Repair	20.00
Replace	30.00

APPENDIX J

UNIVERSITY CENTER ROOM RENTAL FEES

Rate determination is done by using the following criteria:

Partial = 4 hours or less rental time, All Day = more than 4 hours rental time

Room rent is waived for reservations in all "Conference Rooms" when full meal service is included.

Conference Room Name	Off-Campus	Off-Campus	Off-Campus	Off-Campus	On-Campus
	Private Partial	Private All Day	Non-Profit Partial	Non-Profit All Day	
Marquette	80.00	105.00	70.00	95.00	50.00
Nicolet	80.00	105.00	70.00	95.00	50.00
Cadillac	80.00	105.00	70.00	95.00	50.00
Brule	90.00	120.00	80.00	110.00	60.00
All Explorer Rooms	330.00	435.00	290.00	395.00	210.00
Erie	95.00	125.00	85.00	115.00	60.00
Huron	95.00	125.00	85.00	115.00	60.00
Michigan	120.00	160.00	110.00	140.00	75.00
Ontario	100.00	130.00	90.00	120.00	65.00
Erie, Huron, Michigan, Ontario	410.00	540.00	370.00	490.00	260.00
Superior	95.00	125.00	85.00	115.00	60.00
Pioneer A	95.00	125.00	85.00	115.00	60.00
Pioneer B	95.00	125.00	85.00	115.00	60.00
Pioneer A & B	190.00	250.00	170.00	230.00	120.00
Charcoal Room	95.00	125.00	85.00	115.00	60.00
Dining Room B	120.00	150.00	100.00	125.00	75.00

Full meal service room rental waiver does not apply to the following rooms/charges.

Other Room	Off-Campus	Off-Campus	Off-Campus	Off-Campus	On-Campus
	Private Partial	Private All Day	Non-Profit Partial	Non-Profit All Day	
Peter White Lounge	160.00	210.00	145.00	185.00	100.00
Guest Room 2207 & 2209 (double)	95.00	125.00	85.00	115.00	60.00
Overtime Rates (per hour)	55.00	55.00	55.00	55.00	30.00

Event Deposit: An event deposit of \$250.00 is required in order to confirm and hold a reservation for wedding receptions, class reunions, and similar events that are not sponsored by Northern Michigan University.

APPENDIX K

UNIVERSITY CENTER – A.V. EQUIPMENT & OTHER CHARGES

Equipment	Off-Campus Profit	Off-Campus Non-profit	On-Campus Univ. Dept
Sound System:			
Microphone w/House amp system	25.00	15.00	10.00
Lavalier Microphone	25.00	15.00	10.00
Extra Microphones	10.00	5.00	0.00
Sound Mixer	20.00	15.00	5.00
Boom box with CD and tape player	30.00	15.00	5.00
Projection Screens:			
All sizes	40.00	20.00	10.00
Projectors:			
Overhead Projector	25.00	15.00	10.00
35mm slide projector (auto-slide, carousel)	30.00	20.00	10.00
Video Apparatus:			
VCR-Videotape recorder/player	45.00	25.00	15.00
TV-Television monitor/receiver	45.00	25.00	15.00
Miscellaneous:			
Flipchart w/paper	25.00	20.00	15.00
Telephone line and/or equipment	25.00	20.00	15.00
Computer hook-up	25.00	20.00	15.00
Grand piano	100.00	80.00	50.00
Electric piano	45.00	35.00	25.00
Upright piano	50.00	40.00	35.00
Table in corridor	35.00	25.00	15.00
Dance Floor			
Up to 42 3' x 3' pieces	75.00	60.00	Waived
43 to 120 3' x 3' pieces	125.00	90.00	Waived
Registered student organizations are normally not charged for audio visual equipment owned or controlled by the University Center. Complex orders which require special equipment or technical work and/or those which exceed the University Center's inventory may be subject to charges. Equipment ordered through the Audio Visual Services department will be subject to applicable charges. Use of equipment outside the University Center is subject to a 100% increase in rental rate.			
Furnishings			
All Tables (8', 6' or round)			
First day (each, per day)			2.50
Each Additional Day (each, per day)			0.75
Chairs (metal, cushioned, stacking)			
First Day (each, per day)			0.75
Each Additional Day (each, per day)			0.25

Risers (8" or 16")	
First Day (each, per day)	2.50
Each additional day (each, per day)	0.75

Note: Transportation arrangements for the furniture is the responsibility of the renting party. All furniture must be returned in its original form. Any damages will result in repair or replacement charges.

The establishment of a charge for equipment/furniture rental rate does NOT imply that the University Center is in the market to rent equipment on a regular basis. It should be noted that equipment purchased with University Center funds is intended to support student programs, banquets, conferences, and other events held in the University Center. In emergency situations when an NMU department is not able to secure an adequate supply of tables and/or chairs for a University event, and tables and/or chairs are not required in the University Center, the Director or Assistant Director of the University Center may authorize rental. NMU policy precludes the University Center Operations staff from loaning or renting equipment to off-campus organizations or individuals.

APPENDIX L

LEARNING RESOURCES DIVISION – RATE SHEET

Activity or Service	Internal	Non-Profit	Commercial
Labor (per hour)			
Staff	25.00	30.00	35.00
Student	8.00	9.00	11.00
Overtime rate = hourly rate x 1.5			
Video Products			
NMU Commencement Video	10.00	19.95	19.95
Production Facilities (per hour unless noted)			
Microwave transmission		25.00	25.00
Non-linear edit suite	20.00	30.00	60.00
Set construction shop (plus materials)	5.00	7.50	15.00
Studio A (includes control)	25.00	37.50	75.00
Studio A control video only	15.00	22.50	45.00
Studio A audio only	10.00	15.00	30.00
MII EFT package (camera, recorder, lights)	20.00	30.00	60.00
½" edit suite	10.00	15.00	30.00
Two camera production unit (per event)	75.00	112.50	225.00
VHS camcorder (per event)	20.00	30.00	60.00
Digital camcorder (per event)	30.00	45.00	90.00
Stand-alone color camera (per event)	10.00	15.00	30.00
Satellite downlink (per event)	20.00	30.00	60.00
Tripod	5.00	7.50	15.00
Dubbing Service (includes tape)			
Audio cassette	2.00	3.00	6.00
VHS to VHS	10.00	13.00	22.00
S-VHS Recording	16.00	19.00	28.00
DVC Pro Recording	30.00	35.00	50.00
Video Tape Equipment			
VHS	15.00	22.50	45.00
S-VHS VCR	20.00	30.00	60.00
DVD Player	15.00	22.50	45.00
Television/Video Projection			
13"	10.00	15.00	30.00
27"	20.00	30.00	60.00
20" VCR/TV Combo	30.00	45.00	90.00
Lighting Equipment			
100A electronic dimmer	15.00	22.50	45.00
20A Variac	5.00	7.50	15.00
Light (1-2K)	5.00	7.50	15.00
Lighting Kit	20.00	30.00	60.00

Tape Stock			
Audio cassette (42,62,92 minutes)	2.00	2.00	2.00
Master audio cassette (30,45 minutes)	4.00	4.00	4.00
VHS cassette (T-30, T-60, T-120)	4.00	4.00	4.00
S-VHS cassette (T-30, T-60, T-120)	10.00	10.00	10.00
Mini DV tape (60 minutes)	8.00	8.00	8.00
DVC Pro tape	20.00	20.00	20.00
Compact Disc	1.00	1.00	1.00
DVD	5.00	5.00	5.00
House PA/Amplifiers			
In-house system	10.00	15.00	30.00
EV Amplifier	10.00	15.00	30.00
Crest/QSC amplifier	20.00	30.00	60.00
Lab Gruppen amplifier	30.00	45.00	90.00
Mixers			
Sure 4-channel	5.00	7.50	15.00
Mackie 1402 mixer	15.00	22.50	45.00
8-channel powered mixer (EV)	20.00	30.00	60.00
Mackie 1604 mixer	25.00	37.50	75.00
Midas Venice 320 mixer	50.00	75.00	150.00
Speakers			
EV SX100	15.00	22.50	45.00
Anchor speaker	10.00	15.00	30.00
EV floor monitor	20.00	30.00	60.00
Mackie SRM-450	25.00	27.50	75.00
EAW JF290z	30.00	45.00	90.00
EAW KF650e	40.00	60.00	120.00
EV-QRX 218	30.00	45.00	90.00
Podiums			
Floor lectern	15.00	22.50	45.00
Table top podium	5.00	7.50	15.00
Microphones			
Dynamic mic (Shure 58.57)	3.00	4.50	9.00
Wireless VHF	10.00	15.00	30.00
Condenser (Beta 87, Crown)	5.00	7.50	15.00
Wireless UHF	20.00	30.00	60.00
Direct box	3.00	4.50	9.00
Projection Equipment			
Scan converter	5.00	7.50	15.00
Data projector (80000, L735U)	50.00	75.00	150.00
Data projector (6850, X350, 9250, DX1)	35.00	60.00	120.00
16mm Eiki (JXJ 102)	40.00	60.00	120.00

Slide projector	10.00	15.00	30.00
35mm Xenon slide	20.00	30.00	60.00
Overhead	10.00	15.00	30.00
Document Camera	10.00	15.00	30.00
Data projector (Power 8)	25.00/hr	400/day	600/day
Scaler (Sony DSC1024-HD)	40.00	60.00	120.00
Screens			
Tripod screen	15.00	22.50	45.00
Fastfold screen (9x12)	30.00	45.00	90.00
Truss screen (15x20)	50.00	75.00	150.00
(no screen charge if permanently mounted in room)			
Audio Recorders/Players			
CD player	10.00	15.00	30.00
Tascam cueable deck	10.00	15.00	30.00
Computer (daily)			
Laptop	30.00	45.00	90.00
Miscellaneous			
Minimum materials	2.00	3.00	6.00
Bullhorn	5.00	7.50	15.00
Multi-mixer	10.00	15.00	30.00
Follow spot	10.00	15.00	30.00
Vehicles (use per mile)	0.38	0.38	0.38
VGA Amplifier	10.00	15.00	30.00
Video D/A	10.00	15.00	30.00
Audio snake 8x4x100'	10.00	15.00	30.00
Audio snake 32x8x100'	20.00	30.00	60.00
dbx 260 speaker processor	10.00	15.00	30.00
Driverack (EQ, FX, comp)	40.00	60.00	120.00
Network hub	10.00	15.00	30.00
Clear One Audio Conference XAP-TH2	20.00	30.00	60.00
Videoconferencing (per hour)			
MiCTA Line Fee (H.320)	15.00	15.00	15.00
ISDN Line Fee (H.320)	36.00	36.00	36.00
Facility Fee	25.00	40.00	55.00
No line charge for IP connections			
Equipment rates for student groups are 25% of internal rate.			
Tower Rental - Rental Charge for tower use is available at rates to be determined individually after considering present tower wind loading factors, height, size instrument to be mounted and diameter of waveguide. Individual rates will be negotiated by the staff of Learning Resources and approved by the Vice President for Finance and Administration.			

APPENDIX M

NORTHERN HORIZONS – ADVERTISING INFORMATION & RATES

Northern Horizons is the magazine for alumni and friends of Northern Michigan University. It is published three times a year (May, September, and January) and had a circulation of approximately 40,000.

Advertising Rates – Black only

	1X	2X	3X
Full page	730.00	675.00	625.00
2/3 page	535.00	495.00	460.00
1/2 page	415.00	385.00	360.00
1/3 page	290.00	270.00	250.00
1/4 page	225.00	210.00	195.00
1/6 page	155.00	145.00	135.00

Advertising Rates – Four Color

	1X	2X	3X
Full page	1,080.00	1,000.00	925.00
2/3 page	825.00	765.00	710.00
1/2 page	655.00	605.00	560.00
1/3 page	470.00	435.00	400.00
1/4 page	340.00	315.00	295.00
1/6 page	215.00	200.00	185.00

All rates are non commissionable

Cover Rates (four color only; check with advertising coordinator for availability)

Outside back cover	1,300.00
Inside back cover	1,200.00

Ad sizes	
Trim size	8 x 10.5
Bleed size	8.125 x 10.625

Standard Units – Non-bleed

Full Page	7 x 9
2/3 page horizontal	7 x 5.9
2/3 page vertical	2.166 x 9
1/2 page horizontal	7 x 4.4
1/2 page vertical	5 x 9
1/3 page horizontal	7 x 2.83
1/3 page vertical	2.166 x 9
1/4 page horizontal	4.5 x 3.5
1/4 page vertical	3.5 x 4.5
1/6 page	2.162 x 4.375

Discount Package! Advertisers from the Northern Michigan University Community will receive a 25% discount. Affiliates of Northern Michigan University will receive a 10% discount. Affiliates must be non-profit organizations to be eligible for this discount.