

2007 – 2008 SERVICE CHARGES

ACADEMIC AFFAIRS DIVISION

Academic and Career Advisement Center

Residual ACT assessment	10.00 plus ACT fee
NMU-VA tuition loan fee	25.00
Math tutorial system	75.00
Miller's Analogies test	40.00
Student Orientation Fee	75.00
Parent's orientation charge (per family)	25.00
Vocational Support Services – 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
ASSET Test	20.00

Academic Computing

Replacement image disk for TLC computer	25.00
Computer Maintenance & Repair:	
Labor (per hour)	50.00
Parts	Cost
Use of ThinkPad Lab (students who do not have an NMU ThinkPad)	60/semester
Asset Management Fee	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)	6.00-10.00

Admissions

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

Archives

Audio/Video duplication	Cost + 10%
Photocopying	0.10
Photocopying: Micro	0.10
Postage/handling	Cost
Publication use (one-time reproduction use) (for commercial use)	50.00
External Research fee (per hour)	10.00
Digitization Fee per scanned image (plus \$1.00 per CD-R)	3.00

Art & Design	
I-Book charge (per semester)	150.00
Purchasing Co-op	Cost
Bureau of Business & Economic Research	
Project Charge	Negotiated
Chemistry	
Science breakage/replacement charge (equipment broken or taken in excess of \$1.00)	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	
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	6.50
Stress Relieving Scalp Massage	2.00
Cornrow (entire head)	25.00
Hair Color:	
Permanent Color	22.00
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	26.00
2 color	36.00
3 color	44.00
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
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	
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	
Ticket charges will be set for each scheduled event based on program costs and will fall within the following guidelines:	
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	12.00
Musical – NMU Students	8.00
Other Shows – Adult/Children/Senior Citizens	10.00
Other Shows – NMU Students	6.00
Season Tickets:	
Adult/Children/Senior Citizens	30.00
NMU Students	20.00
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:	
Rehearsal Time	30/hr or fraction thereof
Performance Time	50/hr or fraction thereof
Rental Charge – Non-campus Groups:	
Rehearsal Time	50/hr or fraction thereof
Performance Time	90/hr or fraction thereof
<p>All groups using the Theatre will be liable for the payment of Instrument Usage charges for the use of stage lighting equipment. This charge is assessed to cover the costs of replacement of stage lighting lamps and the instruments themselves. The Instrument Usage charge is a flat rate of \$0.40 per instrument per hour or fraction thereof.</p>	
<p>The production stage manager (and any other FRT technicians, house managers, ushers, or box office workers requested for each program) will be paid by the sponsoring organization at the currently established FRT hourly rate of \$7.50 or a minimum charge of \$25 per technician, etc., whichever is greater. Ticket prices will follow the NMU approved Ticket Policy.</p>	

Geography	
Printing:	
Color laser printing:	
Normal paper (per page)	1.00
High quality paper (per page)	2.00
Dye sublimation printing (per page)	5.00
Plotter printing: (service fee + page charges)	
Service fee	20.00
Normal paper (per foot)	5.00
High quality paper (per foot)	10.00
Lab Use: (set up service + rental fee)	
Set up service (waived for internal groups)	50.00
Hourly rental (per hour)	50.00
Daily rental - Internal (per day)	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	65.00
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)	100.00
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	50.00 plus expenses
Per Day	400.00 plus expenses
Data conversion/extracts	Negotiated
Library system support fee	Negotiated
ThinkPad extra battery rental:	
Per day	2.00
Per week	10.00
Overdue fines (per day, per item, \$10 maximum)	0.10
Reserve materials (per hour, per item)	0.60
Lost items – cost in BIP or PW plus (per item)	10.00
ILL charges assessed by other institutions	Cost
ILL photocopying by others for NMU	Cost

Laser printing (per page)	0.05
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
Photocopying, color (per page)	0.50
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)	10.00
Book by mail (per book)	10.00
Courtesy card (per card, per year)	12.00
Faculty/staff fines (per day, per item, \$10 maximum)	0.10
Rush telefax or document delivery (sending):	
Per article < 10 pages	15.00
Per article 10 pages	20.00
Consulting charges (per consultant hour) (minimum)	35.00-40.00
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	10.00/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
Nursing	
Formative and evaluation testing package (per semester)	73.33
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
Political Science	
Photocopied current affairs materials	Cost
Registrar	
Official transcript (per copy)	4.00
Student transcript (per copy)	1.00
Overnight mail (UPS) per package	Cost
Second day delivery (UPS) per package	Cost
Fax emergency request (per request)	10.00
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
Graduation service charge	15.00
Seaborg Center	
Service/materials for workshops and activities	Cost
Student Activities and Leadership Programs	
Graphic design orders:	
Brochure	30.00
Door hanger (8 ½ x 11)	12.00
Letterhead	6.00
Logos	20.00-35.00
Certificates	10.00
Teasers (depending upon complexity)	6.00-18.00
Posters:	
23" x 29"	35.00
17" x 23"	30.00
11" x 17"	25.00
Flyers:	
8 ½" x 11"	10.00
8 ½" x 14"	12.00
Table Tents:	
11" x 17"	15.00
8 ½" x 11"	10.00
Miscellaneous:	
T-shirts	25.00
Mugs	20.00
Button	15.00
North Wind ad	8.00-15.00
Banners (depends on complexity)	60.00-85.00
Care packages	20.00

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
Student organization labels (per sheet)	3.50
Offices and departments labels (per sheet)	3.50
Achievement portfolios (each)	5.00
Fall Fest participation (based on prices set by Chamber of Commerce for Chamber Members and non-members)	Varies
Airband videotapes	10.00
Broomball entry fee	20.00
Volleyball tournament entry fee	10.00
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
Leadership recognition banquet campus video	Cost
Skill builders workshops – luncheon charge	Cost
Northern Arts and Entertainment	charge
Platform Personalities lectures	charge
Homecoming steak fry (based on Dining Services Charge)	Varies
Xerox copies (each)	0.10
Technology and Applied Sciences	
Automotive:	
Books when Bookstore is out of stock	Cost plus tax
Aviation:	
Photocopy	Cost
Climate Control:	
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	35.00
Students (full-time) – Pipe	45.00

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
Microfiche (prepared from computer tape) – Original	5.00
Microfiche (prepared from computer tape) – per copy	0.50
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
Telephone line/equipment/service charges (monthly cost):	
Virtual extension	3.00
Wireless infrastructure fee (16 users)	15.00
ACD/Vector per agent	6.00
AUDIX auto-attendant	5.00
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
Student call ID	6.75
Student voice mail (AUDIX)	3.75
Telephone line/equipment/service charges (one-time cost):	
Telephone digital 6408 8-line with display & two-way speaker	200.00
Telephone digital 6424 24-line with display & two-way speaker	350.00
Telephone 3626 wireless IP	750.00
Conference Unit digital	100.00
Conference Unit analog	100.00
Telephone 8110 analog – 10 speed dial buttons & built-in two-way speaker	60.00
Telephone 8410 digital – 10 line buttons with display & two-way speaker	150.00
Telephone single line analog non-7xxx series	50.00
One-time service or installation/change charges:	
AUDIX	10.00
AUDIX auto-attendant (per mailbox)	10.00
Data activation	40.00

Data connection install – nonplenum or plenum (time and materials)	Cost
Installation (phone)	40.00
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:	
Ameritech telephone directory listing	5.00
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)	250.00
Per mile for 46 passenger bus	2.50
Overnight (unless contract group pays lodging & meals) (per day)	80.00
Middle layover day (3 day trip) – includes driver wage	150.00
Driver charge over 8 hours worked	15.00
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	
Replacemnt 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 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)	240.00
Printing/Mail/Warehouse Services	
Auditron (per copy)	0.0735
Bindery:	
Collating (per sheet)	0.0057
Cutting	1.1246
Delivery:	
Service Building	0.4070
Outside	0.9211
Drilling:	
Drilling 1-hole (per sheet)	12.1773
Drilling 2-holes (per sheet)	12.1773
Drilling 3-holes (per sheet)	12.1773
Folding (per sheet):	
1 Fold	0.0318
1 Fold	0.0357
Padding:	
25 shts/pad (1-25)	0.4177
50 shts/pad (1-25)	0.4284
100 shts/pad (1-25)	0.5676
25 shts/pad (26-50)	0.3641
50 shts/pad (26-50)	0.3749
100 shts/pad (26-50)	0.3963
25 shts/pad (51-100)	0.3641
50 shts/pad (51-100)	0.3427
100 shts/pad (51-100)	0.3749
25 shts/pad (101-200)	0.3213
50 shts/pad (101-200)	0.3320
100 shts/pad (101-200)	0.3534
Plastic Comb/Spiral Binding:	
Punching (per sheet)	0.0080
3/16	0.4820
1/4	0.4927
5/16	0.5998

3/8	0.6854
7/16	0.7604
1/2	0.9104
9/16	1.0924
5/8	1.2317
3/4	1.3816
7/8	1.3923
1"	2.0349
1 1/2"	3.0845
2"	4.0591
Stitch/Staple	0.0343
Shrink Wrap:	
1-25 pkgs	0.5248
26-99 pkgs	0.4605
100-150 pkgs	0.4391
Color Copies:	
8.5 x 11:	
1-49	1.07
50+	0.54
8.5 x 14:	
1-49	1.1031
50+	0.8247
11 x 17:	
1-49	1.6065
50+	1.0710
Full coverage (extra toner)	0.1610
Cover Stock	0.0440
Engraving:	
Type 1 room designator	51.14
Type 1A	51.14
Type 2 room number	18.21
Type 3 -1 designator with message	53.29
Type 4 barrier free restroom	55.66
Type 4A	55.66
Type 4B	55.66
Type 5 restroom	55.66
Type 8 stairwell directory	151.68
Type 17 courtesy phone	55.66
Type 17A	55.66
Type 17B	55.66
Type 17C	55.66
Type 18	55.66
Type 18A	55.66

Type 20 in case of fire	55.66
Type 21 stairs	55.66
Type 22 Exit	55.66
Type 24 Handicap	55.66
Directory Strips	11.76
Faculty Designator	5.80
Engraving 1 room designator	51.14
Engraving 1 room number	18.21
Engraving 1 designator with message	43.29
Engraving 1 barrier free restroom	55.66
Engraving 1 restroom	55.66
Engraving 1 stairway direct	151.69
Engraving 1 building hours side load	67.96
Engraving 1 building hours top load	67.96
Engraving 1 message unit	42.48
Engraving 1 message unit w/o name	54.57
Engraving 1 no smoking	55.66
Engraving 1 courtesy phone	55.66
Engraving 1 assist for individuals	55.66
Engraving 1 in case of fire	55.66
Engraving 1 stairs	55.66
Engraving 1 directory insert	11.76
Engraving 1 faculty designated	5.80
Events Center seat numbers	5.79
Name plate 1 name	7.54
Name plate 2 names	11.05
Name plate 3 names	16.26
Name plate 4 names	20.66
Name plate additional names	5.16
Wall plate holder	2.60
Single name plate holder	3.63
Double name plate holder	7.96
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	0.0793
1-15 back	0.0694
16-49 front	0.0643
16-49 back	0.0562

50-99 front	0.0621
50-99 back	0.0547
100-199 front	0.0459
100-199 back	0.0402
200-299 front	0.0378
200-299 back	0.0330
300-399 front	0.0350
300-399 back	0.0306
400-499 front	0.0338
400-499 back	0.0296
500-599 front	0.0329
500-599 back	0.0288
600-699 front	0.0329
600-699 back	0.0288
700-799 front	0.0329
700-799 back	0.0288
800-899 front	0.0329
800-899 back	0.0288
900-999 front	0.0329
900-999 back	0.0288
1000+ front	0.0329
1000+ back	0.0288
Transparencies	
Color	1.7559
Black	0.9046
8.5 x 14:	
1-15 front	0.0799
1-15 back	0.0700
16-49 front	0.0664
16-49 back	0.0581
50-99 front	0.0654
50-99 back	0.0572
100-199 front	0.0498
100-199 back	0.0436
200-299 front	0.0416
200-299 back	0.0364
300-399 front	0.0392
300-399 back	0.0343
400-499 front	0.0376
400-499 back	0.0328
500-599 front	0.0367
500-599 back	0.0321
600-699 front	0.0367

600-699 back	0.0321
700-799 front	0.0367
700-799 back	0.0321
800-899 front	0.0367
800-899 back	0.0321
900-999 front	0.0367
900-999 back	0.0321
1000+ front	0.0367
1000+ back	0.0321
11 x 17:	
1-15 front	0.1585
1-15 back	0.1388
16-49 front	0.1285
16-49 back	0.0750
50-99 front	0.1178
50-99 back	0.0697
100-499 front	0.1007
100-499 back	0.0643
500-999 front	0.0985
500-999 back	0.0590
1000-1999 front	0.0975
1000-1999 back	0.0536
2000-2999 front	0.0975
2000-2999 back	0.0464
3000-3999 front	0.0975
3000-3999 back	0.0455
4000-4999 front	0.0975
4000-4999 back	0.0428
5000+ front	0.0975
5000+ back	0.0402
Large Format Printer:	
Charged per square foot	5.36
Mailing Services:	
First class mail (per piece)	0.02
Third class bulk mail (per piece)	0.03
Addressing on-campus mail pieces – Video Jet (per piece)	0.0321
Addressing off-campus mail pieces – Video Jet (per piece) (3rd Class)	0.0321
Tabbing - One Tab per hour	0.0166
Tabbing - Two Tabs per hour	0.0183
Inserting one piece	0.0536
Inserting two pieces	0.0615
Inserting three pieces	0.0697
Office Supplies:	

Envelopes:	
Inter Office #11	0.0536
Inter Office 9 x 12	0.0750
#10 BW Logo	7.5291
#10 Color Logo	9.6390
#10 BW Logo Window	9.1571
#10 Color Logo Window	10.6993
Logo 6.5 x 9.5	0.0428
Logo 9 x 12	0.0964
Color Logo 9 x 12	0.0750
NMU Logo 9 x 13	0.0643
Logo 11 x 14	0.1071
Forms:	
Check Request Forms	0.1178
Journal Entry Forms	0.0964
Purchase Requisition Forms	3.7485
Req for Printing Serv 25/pkg	2.9345
Travel Voucher Forms 25/pkg	8.4395
Warehouse Requisition Forms	0.0643
Budget Revision Perm.	0.0321
Budget Revision Temp.	0.0214
Incident Report for Acc/Inj	0.3749
Work Request Forms	0.1607
After Hours us of Univ Facility	0.1607
Student/Temp Labor Sheets	0.0321
Key Request Forms	0.0536
Bulk Mail Order Forms	0.1392
Maps Univ and City	0.2356
Limited Personal Serv Form	0.2142
Std Personnel Transaction	0.1499
Personnel Trans From	0.4070
Notify of Employment Change	0.4605
Cash Receipts Form	0.0536
Tuition and Fees Receipt	0.0214
Open File Charge	
Each	2.30
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	80.00
Football	
Individual commuter – youth football camp	50.00
Individual commuter	150.00
Individual resident	275.00
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	75.00
Swimming	
Individual resident	375.00
Individual commuter	175.00
Soccer	
Individual commuter - day camp	130.00
Individual resident	335.00
Individual commuter - resident camp	260.00
Cross Country Running	
Individual resident	210.00
Team resident	195.00
Individual resident - Enduro	150.00
Volleyball (day camps only)	
Setters, Passers & Servers (ages 13-18)	50.00
Attackers, Blockers & Servers (ages 13-18)	50.00
Beginning All-Skills (ages 12 & under)	25.00
All Skills Camp - Advanced Players (ages 13-18)	65.00
Track	
Individual commuter - day camp	100.00

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 (per team)	125.00
JV & middle school (per team)	60.00
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	10.00
Faculty/Staff second permits are \$65-year, \$50-winter, \$25-spring/summer Student second permits are \$32.50-year, \$25-winter, \$12.50-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	4,300.00
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:	
Faculty/Staff/President's/Blue Line/Gold Clubs/Local Armed Forces Unit personnel/UP Training Consortium (year)	
First Adult	215.00
Spouse 1 st Adult	215.00
Spouse	142.00
Each child	69.00
Family rate	437.00
Faculty/Staff/President's/Blue Line/Gold Clubs/Local Armed Forces Unit personnel/UP Training Consortium (mid-year rate)	
First Adult	158.00
Spouse 1 st Adult	158.00
Spouse	99.00
Each child	64.00
Family rate	330.00
Resident – general (year)	
First Adult	335.00
Spouse	212.00
Each child	103.00
Family rate	667.00
Resident – general (3 months)	
First Adult	150.00
Spouse	100.00
Each child	75.00
Family rate	350.00
Youth membership – without adult	
Year	200.00
3 months	128.00
Individual – monthly	60.00
Employee Group Program (Full year)	
First Adult	265.00
Spouse	175.00
Each child	87.00
Family rate	566.00
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	215.00
Spouse	142.00
Each child	69.00
Family rate	437.00

Special - Northern Alumni Association (Yearly rate)	
First Adult	230.00
Spouse	155.00
Each child	98.00
Family rate	556.00
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)	85.00
6 or more undergraduate credits (per semester)	65.00
1 graduate credit (per semester)	Resident membership
2-3 graduate credits (per semester)	85.00
4 or more graduate credits (per semester)	65.00
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
UP Health Ed Corp.	
Student (per semester)	65.00
Spouse card (per semester)	80.00
Each child	40.00
Family Pass (children only)	75.00
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
Recreation ID card/replacement card	12.00
Daily Passes:	
PEIF & Superior Dome Guest Pass	6.00
Group rate (20 or more) (each person)	4.00
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)	145.00
Prime time - 20+ hours (per hour)	130.00
Prime time - 75+ hours (per hour)	120.00
Prime time - 100+ hours (per hour)	110.00
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
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
Facility Rentals for Summer Camps	
Facility user charge (per person, per week)	15.00
Instructional Sports (outreach)	
Facility user charge (per participant)	6.00
Recreation members – 20% discount on selected classes	
Intramural forfeits:	
Team activities	25.00
Individual activities	5.00
Late entry	5.00
Locker Rental:	
Full size (per semester – student)	30.00
Lock and towel	1.00
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	30.00
PEIF opened during non-operating hours, for non-class activities (per hour)	12.00
Ticket Office	
NMU Sponsored Events:	
Ticketing Charge:	
Athletic season tickets-Hockey (per ticket)	0.87
Athletic season tickets-Football, Volleyball, Basketball (per ticket)	0.82
Athletic single tickets-Football, Hockey, Basketball (per ticket)	0.77
Athletic single tickets-Volleyball (per ticket)	0.31
Athletic single tickets-Volleyball (per game)	100.00
Athletic Hockey consignments (per series)	100.00
FRT season tickets (per ticket)	0.82
FRT single tickets (per ticket)	0.77
FRT Scrooge tickets (per ticket)	0.56
NMU Performing Arts single tickets (per ticket)	0.56
NMU Performing Arts season tickets (per ticket)	0.82
Student Activities-NAE/Platform Personalities/Misc admissions events (per ticket) (\$1.00 - \$7.99)	0.31
Student Activities-NAE/Platform Personalities/Misc admissions events (per ticket) (\$8.00 - \$11.99)	0.56
Student Activities-NAE/Platform Personalities/Misc admissions events (per ticket) (\$12.00 - \$24.99)	0.77
Student Activities-NAE/Platform Personalities/Misc admissions events (per ticket) (\$25.00 - up)	1.00
Superior Dome-High School Football games/HSFB playoffs/Tradeshows (per ticket)	0.26
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 \$7.00)	1.75
Season tickets – performing arts or Mqt Symphony Orchestra (per season order)	2.50
Season tickets – athletics or theatre (per season order)	4.50
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 (per semester)	150.00
Daily rate for USOC approved participants (partially subsidized)	18.00
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

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 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 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	
	Adult	NMU Student or 18 and Under	(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
Basketball				
General Admission	7.00	5.00	5.00	3.00
Hockey				
Reserved Seats	14.00	7.00	11.00	6.00
Standing Room	13.00	6.00		
Volleyball				
General Admission	7.00	5.00	5.00	3.00

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 - \$40 employee and \$24 for each additional family member or \$90 family. Payroll deduction available.
3. Pick 10 Packs are available for football, volleyball and basketball. 10 ticket vouchers \$45 (can be used in any combination).
4. Hockey group rate for 25 tickets or more to a single game for \$6.
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.

Notes:

1. Children six and under are admitted free to football, basketball and volleyball. Children two and under are free to hockey.
2. All other athletic events not listed are free.
3. For NMU student ticket prices to apply, a student (graduate or undergraduate) must be enrolled in at least six credits.
4. The students hockey season ticket is limited to one per student

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, ie. \$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
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)	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 Plate 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:	
Inside door	
Repair	15.00
Refinish	30.00
Replace	120.00
Exterior door	

Refinish/repaint	30.00
Replace	Cost plus labor
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	Univ. Dept. Part./All
Marquette	74.00	98.00	66.00	88.00	44.00
Nicolet	74.00	98.00	66.00	88.00	44.00
Cadillac	74.00	98.00	66.00	88.00	44.00
Brule	83.00	110.00	75.00	100.00	50.00
All Explorer Rooms	305.00	404.00	273.00	364.00	182.00
Erie	90.00	117.00	78.00	106.00	53.00
Huron	90.00	117.00	78.00	106.00	53.00
Michigan	114.00	148.00	102.00	134.00	67.00
Ontario	93.00	123.00	84.00	110.00	55.00
Erie, Huron, Michigan, Ontario	387.00	505.00	342.00	456.00	228.00
Superior	90.00	118.00	80.00	106.00	53.00
Pioneer A	90.00	118.00	80.00	106.00	53.00
Pioneer B	90.00	118.00	80.00	106.00	53.00
Pioneer A & B	180.00	236.00	160.00	212.00	106.00
Charcoal Room	90.00	118.00	80.00	106.00	53.00
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	Univ. Dept. Part./All
Peter White Lounge	148.00	196.00	134.00	175.00	90.00
Guest Room 2207 & 2209 (double)	55.00	70.00	50.00	60.00	40.00
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	85.00	65.00	40.00
Electric piano	45.00	35.00	25.00
Upright piano	40.00	35.00	30.00
Table in corridor	35.00	25.00	15.00
Dance Floor			
Up to 42 3' x 3' pieces	60.00	50.00	Waived
43 to 120 3' x 3' pieces	100.00	75.00	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-chanel 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
EA W JF290z	30.00	45.00	90.00
EA W 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			

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.