

## 2017 – 2018 SERVICE CHARGES

### ACADEMIC AFFAIRS DIVISION

#### Academic and Career Advisement Center

Miller's Analogies test	40.00
Freshman/transfer orientation	126.00
Parent's orientation (one person)	50.00
Guest orientation (parent orientation +1)	20.00
Online transfer orientation	75.00
ACAC-Jacobetti Complex 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 Information Services - Archives

Photocopying 50 pages or less (per page)	0.10
Photocopying more than 50 pages	\$0.10 per page + \$8.00 per half hour spent copying
Photocopying: Large Archival Volumes	0.50
Photocopying: Microfilm	0.10
Postage/handling	Cost
Publication use (one-time reproduction use) (for commercial use)	60.00
Digitization Fee per scanned image	2.00
Digitization Fee per scanned image larger than 8" x 14" and smaller than 18.5" x 26.5"	3.00
Digital reproduction of analog (audio or visual) materials	15.00
Customized consulting (per hour)	\$75 + expenses
Customized training (per hour)	\$75 + expenses
Customized training (per day)	\$520 + expenses

#### Academic Information Services - Computing Help Desk

Software license use (per individual or site, depending on license agreement)	Cost
Student Labor (per hour)	same as Appendix K student labor rates

#### Academic Information Services - Instructional Design & Technology

Lost or damaged equipment	Cost + 5%
Customized training - NMU (per hour)	\$45 + expenses
Customized training - non-university (per hour)	\$75 + expenses

#### Academic Information Services - Library

Customized programming (per hour)	75.00
Customized consulting	Negotiated
Customized training (per hour)	\$75 + expenses
Customized training (per day)	\$520 + expenses
Data conversion/extracts	Negotiated
Document cover services (per cover)	1.00
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)
Library management System bad debt charge	Cost
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
Overdue fines (per day, per item, \$15 maximum)	0.15
Reserve materials (per hour, per item) (maximum daily overdue fee - \$10.00)	0.60
Lost items (per item)	Cost + 15.00

ILL charges assessed by other institutions	Cost
ILL photocopying by others for NMU	Cost
Printing - black/white (per page)	0.05
Printing - color (per page)	0.15
Locker rental for students (per semester)	25.00
Photocopying by NMU for others	.20/page plus 1.00
Photocopying - black and white (per page)	0.10
Photocopying - color (per page)	0.15
Transparencies	Cost
Reader/printer copies from microform (per page)	0.10
Telefacsimile – long distance	Cost
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
Document delivery from commercial vendor	Cost
Lost key replacement – conference rooms/lockers	25.00
Vendor space, furniture and equipment in concourse for nonacademic groups	35.00/4 hrs.
<b>Admissions</b>	
Application fee (Graduate application fee: See Graduate Studies and Research)	35.00
Foreign student application charge	35.00
<b>Art &amp; Design</b>	
Purchasing Co-op	Cost
<b>ASNMU</b>	
Bike-share return late fee (per day)	3.00
Bike-share lost key fee	15.00
Bike-share bike damaged bell or front light or rear light	20.00
Bike-share bike other damage	Cost up to 100.00
Bike-share bike not returned or totally damaged	Cost up to 340.00
<b>Biology</b>	
Analysis - genetic samples	7.00
Science breakage/replacement charge (equipment broken or taken in excess of \$1.00)	Cost
Science student research support supplies	Cost
12 Passenger Van - daily rental	75.00
<b>Bureau of Business &amp; Economic Research</b>	
Project Charge	Negotiated
<b>Career Services</b>	
Job fair employer registration (for-profit organization)	100.00
Job fair employer registration (non-profit organization)	25.00
Late job fair registration - less than one week prior to event (all organizations)	50.00
<b>Center for Student Enrichment</b>	
Graphic design orders:	
Hourly Fee (for miscellaneous design jobs)	15.00
Brochure (student organization)	40.00
Brochure (office/department)	50.00
Logos (student organization)	40.00

Logos (office/department)	50.00
Certificates (student organization)	15.00
Certificates (office/department)	25.00
Posters:	
24" x 36" (student organization)	45.00
24" x 36" (office/department)	55.00
17" x 22" (student organization)	40.00
17" x 22" (office/department)	50.00
11" x 17" (student organization)	35.00
11" x 17" (office/department)	40.00
8.5" x 11" (student organization)	25.00
8.5" x 11" (office/department)	30.00
Table Tent (student organization)	15.00
Table Tent (office/department)	25.00
Banners (student organization)	35.00
Banners (office/department)	45.00
Miscellaneous:	
T-shirt one-side (student organization)	30.00
T-shirts one-side (office/department)	40.00
T-shirt two-side (student organization)	40.00
T-shirts two-side (office/department)	50.00
Invitation (student organization)	30.00
Invitation (office/department)	40.00
North Wind ad (student organization)	15.00
North Wind ad (office/department)	25.00
24" roll printing (per foot) (student organization)	7.00
24" roll printing (per foot) (office/department)	8.00
Care packages	30.00
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	175.00
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
Black & White Printing	
8.5" x 11" (per page)	0.10
11" x 17" (per page)	0.25
Table Tent (each)	0.08
Color Printing	
8.5" x 11" (per page)	0.55
11" x 17" (per page)	1.10
Table Tent (each)	0.35
<b>Chemistry</b>	
Science breakage/replacement charge (equipment broken or taken greater than or equal to \$8.00)	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

<b>Cohodas Chair of Banking &amp; Finance – Financial Markets Lab</b>	
Project Charge	Negotiated
<b>Communication and Performance Studies</b>	
Lost Musical/Theatre Scripts	50.00
Lost/Stolen Audio-Video Equipment	Cost
<b>Cultural Affairs Tickets</b>	
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
<b>Disability Services</b>	
Replace recorded cassette tapes	20.00
Replace electronic text on CD	25.00
Replacement for commercially produced texts	Cost
<b>Earth, Environment, and Geographical Sciences</b>	
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
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
<b>Economics - Center for Economic Education and Entrepreneurship</b>	
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
<b>Education</b>	
K-12 Professional Studies in Education – Program Manual (per copy)	4.00
Vocational Certification Application Review	50.00
<b>Engineering Technology</b>	
CNC Machines (per hour)	30.00
Manual Machines (per hour)	15.00
Trailer Rental (per day)	40.00
Hydraulic Benches Rental (per day)	150.00
<b>English</b>	
Summer Writing Camp	50.00
<b>Forest Roberts Theatre</b>	
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	5.00

Other Shows – Adult/Children/Senior Citizens	15.00
Students (18 and under)	10.00
Other Shows – NMU Students	5.00
Season Tickets:	
Adult/Children/Senior Citizens	48.00
Students (18 and under)	30.00
NMU Students	10.00
Preview Performances	7.00
Scrooge Tickets:	
General Admission (reserved seats)	15.00
Students (18 and under)	10.00
NMU Students	5.00
Convenience Charges:	
Ticket Exchange or Replacement:	
Season ticket holders (per ticket)	2.00
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
Labor Charge – Campus Groups:	
Staff (per hour)	30.00
Management student (per hour)	Same as Appendix K student labor rates
<i>overtime rate = hourly rate x 1.5</i>	
Labor Charge – Non-campus Non-profit Groups:	
Staff (per hour)	35.00
Management student (per hour)	Same as Appendix K student labor rates
<i>overtime rate = hourly rate x 1.5</i>	
Labor Charge – Non-campus Commercial Groups:	
Staff (per hour)	40.00
Management student (per hour)	Same as Appendix K student labor rates
<i>overtime rate = hourly rate x 1.5</i>	
Rental Charge – Campus Groups:	
Forest Roberts Theatre - Rehearsal Time (per hour)	40.00
Forest Roberts Theatre - Performance Time (per hour)	65.00
Black Box Theatre - Rehearsal Time (per hour)	18.00
Black Box Theatre - Performance Time (per hour)	33.00
Rental Charge – Non-campus Non-profit Groups:	
Forest Roberts Theatre - Rehearsal Time (per hour)	52.00
Forest Roberts Theatre - Performance Time (per hour)	85.00
Black Box Theatre - Rehearsal Time (per hour)	24.00
Black Box Theatre - Performance Time (per hour)	44.00
Rental Charge – Non-campus Commercial Groups:	
Forest Roberts Theatre - Rehearsal Time (per hour)	65.00
Forest Roberts Theatre - Performance Time (per hour)	110.00
Black Box Theatre - Rehearsal Time (per hour)	30.00
Black Box Theatre - Performance Time (per hour)	55.00
Equipment Rental – Special Effects:	
Rental Charge – Student Groups:	
Rosco Fogger 1600 (includes 16 oz of fluid)	17.50
Mole Richardson Fogger (includes 16 oz of fluid)	10.50
Pea Souper Dry Ice Fogger (dry ice not included)	14.00
Neutron Hazer (includes 1 gallon haze fluid)	26.25
Rental Charge – Campus Groups:	

Rosco Fogger 1600 (includes 16 oz of fluid)	25.00
Mole Richardson Fogger (includes 16 oz of fluid)	15.00
Pea Souper Dry Ice Fogger (dry ice not included)	20.00
Neutron Hazer (includes 1 gallon haze fluid)	37.50
Rental Charge – Non-campus Non-profit Groups:	
Rosco Fogger 1600 (includes 16 oz of fluid)	37.50
Mole Richardson Fogger (includes 16 oz of fluid)	22.50
Pea Souper Dry Ice Fogger (dry ice not included)	30.00
Neutron Hazer (includes 1 gallon haze fluid)	56.25
<i>Multi-day multiplier (student, campus, non-profit)</i>	
<i>1 day up to 1 week = 1 x rate; 1 week up to 2 week = 2 x rate; 2 week up to 3 week = 3 x rate;</i>	
<i>3 week up to 1 month = 4 x rate</i>	
Rental Charge – Non-campus Commercial Groups:	
Rosco Fogger 1600 (includes 16 oz of fluid)	50.00
Mole Richardson Fogger (includes 16 oz of fluid)	30.00
Pea Souper Dry Ice Fogger (dry ice not included)	40.00
Neutron Hazer (includes 1 gallon haze fluid)	75.00
<i>Multi-day multiplier (commercial)</i>	
<i>1 day = 1 x rate; 2 day = 1.5 x rate; 3 day = 2 x rate; 4 day = 2.5 x rate, 1 week = 3 x rate; 2 week = 4 x rate;</i>	
<i>3 week = 5 x rate; 1 month = 6 x rate</i>	
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	
<b>Graduate Studies and Research</b>	
Graduate application fee (degree seeking student)	50.00
Graduate application fee (non-degree seeking student)	No Charge
<b>Housing and Residence Life</b>	
Building and facility rental rates	Appendix E
Miscellaneous charges	Appendix F
Price list guide for damages in residence halls	Appendix G
Guidelines for repairs and replacement charges for apartment facilities, fixtures and furnishings	Appendix H
<b>International Programs</b>	
MELAB test	Cost + \$60
ITEP test	Cost + \$40

FLSA participation fee	150.00
Study abroad charges (one-time)	150.00
Non-NMU student study abroad charge	300.00
Non-consortial study abroad charge	250.00
Represented exchange beyond match student fee	500.00
International Student documentation fee	125.00
International student welcome package	80.00
Airport pick-up fee	35.00
Cultural trip fee	Varies
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
<b>Languages</b>	
Photocopied current affairs material	Cost
Lab fee:	
Minimum charge per hour plus student labor	35.00
Student labor (per hour)	same as Appendix K student labor rates
<b>Learning Resources</b>	
Rate sheet	Appendix K
<b>Music</b>	
Ensemble clothing	Cost
Summer music camp with room and board, lunches, picnic	345.00
Repair/replacement of instruments/uniforms	Cost
<b>NMU International Performing Arts</b>	
General public ticket	15.00 - 20.00
Senior Citizen ticket (60 and over)	10.00 - 15.00
NMU faculty/staff ticket	10.00 - 15.00
Student ticket	2.00 - 6.00
<b>Nursing</b>	
Formative and evaluation testing package (per semester)	142.50
Pinning ceremony – Practical Nursing	25.00
Pinning ceremony – Nursing (BSN)	25.00
Practical Nursing 2-day review course (single per student)	180.00
Practical Nursing HESI exit exam (single charge per student)	47.00
<b>Physics</b>	
Science breakage/replacement charge (equipment broken or taken in excess of \$1.00)	Cost
Science student research support supplies	Cost
<b>Political Science</b>	
Photocopied current affairs materials	Cost
<b>Registrar</b>	
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	40.00
<b>School of Health and Human Performance</b>	
Trips, workshops, clinics and AHA cards	Cost
Wilderness Stewardship Trips (summer and fall)	300.00
Wilderness Stewardship Trips (winter)	350.00
Injury Evaluation & Care Clinic (per visit)	
Initial Student Injury Evaluation	10.00

Return Student visits for the same injury	5.00
Faculty/Staff	25.00
Adjunct/Contingent Instructors	25.00
NMU Alumni Association Members	25.00
General Public	25.00
Annual Subscription fee to "The Pictured Rocks Journal"	5.00
Exercise Physiology Lab Services:	
Physical fitness assessment (includes consultation)	120.00
Blood lactate profile added	50.00
Get Fit/Get Started:	
Preliminary assessment (General Public)	100.00
\$10.00 discount for NMU faculty/staff/student/retiree	
Activity Session: 12-13 week	100.00
Activity Session: 5-6 week	50.00
Student fitness assessment	50.00
Biomechanics assessments	Cost
Body composition/deposition analysis	10.00
Hydrodensitometry	75.00
Individual exercise consultation	30.00
Personal training and assessment	Cost
Workshops/seminars/in-service trainings	Negotiated
Group rate (5+, rate/person) (group consultation included)	Negotiated
SHHP AHA Basic Life Support Training Center:	
CPR and First Aid courses (texts not included - available at NMU bookstore)*	
Heartsaver CPR	50.00
Heartsaver CPR/AED	55.00
Heartsaver First Aid	50.00
Heartsaver First Aid/CPR/AED	70.00
Basic Life Support (BLS)	70.00
BLS or Heartsaver Renewal	65.00
BLS, Heartsaver First Aid, CPR, AED Skills Practice/Training sessions	40.00
BLS Instructor	150.00
Heartsaver Instructor	150.00
BLS Instructor Renewal	40.00
Other Course Modules (varies with module required)	Negotiated
All Course Group Rates (5+ people)	Negotiated
*NMU Students, Faculty, Staff, Retirees - \$10.00 discount on <b>course fees</b>	
Course Texts and Cards	Cost
Replacement Card	10.00
Mannequin Rental	Negotiated
<b>Seaborg Center</b>	
Service/materials for workshops and activities	Cost
Field trip rate (1-3 hour experience) (per student)	5.00
Field trip rate (3-6 hour experience) (per student)	10.00
Summer College for Kids	65.00
Summer College for Kids (includes field trips)	75.00
Weekend College for Kids	8.00
<b>Speech, Language, Hearing Sciences</b>	
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
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
Services for faculty and staff family members	50% discount

<b>EXTENDED LEARNING AND COMMUNITY ENGAGEMENT</b>	
<b>Continuing Education &amp; Workforce Development</b>	
Invent@NMU - Center for Innovation and Industrial Technologies	
Validation (initial) phase - Students	75.00
Validation (initial) phase - Faculty/Staff/Community	150.00
Product development services - Students (per hour)	20.00
Product development services - Faculty/Staff/Community (per hour)	30.00
Non-credit classes, workshops and courses	Cost plus 25-40%
Quick Start Programs:	
Customized/Contracted training programs	Cost plus 30-50%
Industrial Assessments (per person)	175.00-225.00
CEU transcripts	5.00/each
CEU, SB-CEU processing charge (per person)	20.00/program
<b>English Language Institute</b>	
NELI summer program fee	3,225.00
<b>Labor Education</b>	
Evening or half-day session	Negotiated
Day-long session	Negotiated
<b>Labor Management</b>	
Consulting charges – consultant hr. (maximum)	50.00
<b>Technology and Applied Sciences</b>	
Automotive:	
Books when Bookstore is out of stock	Cost plus tax
ASE online testing (per student) (per year)	30.00
HVAC refrigerant certification exam	20.00
Uniforms (two)	65.00
Aviation:	
Photocopy	Cost
Climate Control:	
EPA On-line testing for students	25.00
Specialized tools sold to students	Cost
Repair Services-Refrigeration/Heating/Air Cooling	Cost
Cosmetology:	
Student smock and name embroidery	Cost
Mannequins	Cost
Customer Charges:	
Hair Cuts:	
Hair Cut	10.00
Hair Cut with style	15.00
Beard/Mustache Trim	5.00
Styling:	
Shampoo and styling	12.00
Braids	8.00
Updo	15.00
Protein Conditioning Treatment	8.00
Conditioning Treatment/Intensive Redken	12.00 & up
Stress Relieving Scalp Massage	8.00 & up
Cornrow (entire head)	50.00
Hair Color:	
Permanent Color - 1 process	28.00 & up
Permanent Color Retouch	20.00
Temporary Color	4.00
Demi/Semi-Permanent Color	30.00
Highlights (cap)	30.00
Highlights-partial head (8 foils or less)	18.00
Bleach Retouch	40.00
Double Process, Bleach & Tone	50.00 & up

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/bleach	40.00 & up
2 color/bleach	50.00 & up
3 color/bleach	60.00 & up
Chemical Relaxer	50.00
Relaxer Retouch	45.00 & up
Reformation Curl	65.00 & up
Hair Extensions	80.00 & up
Permanents:	
Permanent	40.00
Partial Perm	28.00
Spiral Wrap	75.00
Facials & Specialty Service:	
Facial	18.00
Eyebrow Wax/Tweeze	12.00
Make Up	12.00
Lip/Chin Wax	10.00
Demineralize	10.00
Nail Care:	
Manicure (water)	12.00
French manicure	14.00
Hot oil manicure	18.00
Paraffin Hand Treatment (extra)	10.00
Pedicure	18.00
Acrylics (full set)	26.00
Acrylic Fill	20.00
Wraps (full set)	26.00
Wraps Fill	20.00
Gels (full set)	28.00
Gels Fills	22.00
Salon Packages:	
Facial, Water Manicure, Style	35.00
Facial, Make up, Style	38.00
Facial, Hot Oil Manicure, Make up, Style	45.00
Facial, Hot Oil, Manicure, Pedicure, Style	30.00
<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 Complex. 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>	
Culinary Arts:	
Food services	Cost
Portable Computer Lab Rental:	
Day usage	145.00
Week usage	500.00
Longer term	Negotiated
Welding:	
Scrap iron for projects	Cost
AWS welding certification:	
Students (full-time) – Plate 3/8"	50.00
Students (full-time) – Plate 1"	50.00
Students (full-time) – Pipe	50.00

**FINANCE AND ADMINISTRATION DIVISION**

**Business Services**

Purchasing bid printing	Entire cost charged to project budget
Surplus Store:	
Surplus sales under \$500	100% retained
Surplus sales \$500 - \$1,000	65% retained
Surplus sales \$1,001 - \$5,000	45% retained
Surplus sales \$5,001 - \$10,000	25% retained
Surplus sales in excess of \$10,000	10% retained
Van with trailer hitch rental (per day)	100.00
Copier Program:	
Auditron (per copy)	
Black and White	0.075
Color	0.250
Multifunction monthly copier rates	Appendix L
Mailing Services:	
First class mail (per piece)	USPS rate
Third class bulk mail (per piece)	USPS rate
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

**Conferences**

Facility charges	Appendix D
For NMU-sponsored activities	Negotiated
For non-University programs	Negotiated
Late fees	Vary

**Counseling Center**

MMPI-2 test or other psychological instrument	Cost
Myers Briggs personality type indicator	6.00
Strong interest inventory career test	5.00

**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
<b>Financial Services</b>	
Returned check charge (per check)	15.00
Return ACH Fee	15.00
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
Web-based credit card sales fee (percentage of sales)	6.0%
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
<b>Freedom of Information Requests</b>	
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
<b>Health Promotions</b>	
Substance Abuse Education/Early Intervention Program	35.00
Web-Based Substance Abuse Education Course	55.00
<b>Information Technology - Information Services</b>	
Custom programming (per hour)	75.00
Computer time (per CPU minute)	20.00
Create input document form (per hour)	75.00
Test scoring (per test scored)	Negotiated
Data conversion	Negotiated
<b>Information Technology - Technical Services</b>	
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 mth
Court Judgment Fees (awarded by court to include value of ThinkPad, late fees and asset management fees - not to exceed \$3,000)	Varies
Notebook computer insurance claim fee	75.00
Computer Lab Usage:	
NMU employee training	25.00/hr
University sponsored	30.00/hr
Non-University Commercial	57.00/hr
Telephone line/equipment/service charges (monthly cost):	
Additional DID	10.00
E-fax	10.00
Line termination admin.	35.00
Line termination extension	1.00
IT services family housing (per room)	20.00
IT services residence hall (per bed)	10.00
Line termination special circuit	4.59
Ameritech Family Housing listing	1.50
Reserved Conference	100.00
Telephone line/equipment/service charges (one-time cost):	
Telephone single line analog non-7xxx series	Cost plus 15%
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%
DVR/IP video services maintenance (annual charge per port)	60.00
One-time service or installation/change charges:	
NMU voicemail	10.00
Auto-attendant (per mailbox)	10.00
Conference recording	10.00
Data activation	40.00
Data connection install – nonplenum or plenum (time and materials)	Cost
E-fax	10.00
Install and maintain special circuits such as closed circuit surveillance video systems including cameras, door lock systems, etc.	Cost (time & materials)
Phone jack installation	Cost (time & materials)
Phone jack activation	50.00
Move (per line)	25.00
Change	25.00
Miscellaneous labor (per hour) (Unusual requests by user – portal to portal)	50.00
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
Daily charges:	
Conference	25.00
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
<b>Network Access</b>	
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
<b>University Center</b>	
Room rental fee structure	Appendix I
A.V. equipment charges and usage fees	Appendix J
Office rental	
Internal groups – campus:	
Basic charge per square foot	11.00
External groups – off campus:	
Basic charge per square foot – Non-Profit	13.50
Basic charge per square foot – For Profit	15.50
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**

**Athletics**

Summer Sports Camp Fees:	
Girl's Basketball	
Individual resident	220.00
Individual commuter	160.00
Day Camp	140.00
Boy's Basketball	
Individual commuter	90.00
Team camp - team	400.00
Football	
Individual commuter – youth football camp	60.00
Big Man - Individual commuter	60.00
Ice Hockey	
Individual commuter	425.00
Individual commuter: Goalie	300.00
Individual commuter - 3 on 3	150.00
Goalie camp – commuter - 3 on 3	100.00
Swimming	
Individual resident	395.00
Individual commuter	270.00
Soccer	
Individual commuter - half day	125.00
Individual commuter - full day	225.00
Fall or Winter camp	185.00
Recruit Camp - resident	350.00
Recruit Camp - commuter	225.00
U12-U15 Camp - resident	425.00
U12-U15 Camp - commuter	275.00
Volleyball	
Position Training - Individual Commuter	110.00
Position Training - Individual Resident	160.00
Advanced Skills - Individual Commuter	125.00
Advanced Skills - Individual Resident	210.00
Advanced Skills - Individual Commuter - single day	80.00
Team Camp - Team	690.00
Team Resident - player/coach	100.00
Elite AllSkills - Individual Commuter	140.00
Elite AllSkills - Individual Resident	225.00
Elite AllSkills - Individual Commuter - single day	95.00
Youth AllSkills - Individual Commuter	125.00
Youth AllSkills - Individual Resident	175.00
Youth AllSkills - Individual Commuter - single day	95.00
Lacrosse	
Fall or Winter clinic	45.00
Sport Camp Fees:	
Little dribblers basketball camp – 1 <sup>st</sup> family member	55.00
Little dribblers basketball camp – additional family members	45.00
Spirit Squad participation fee	200.00
Rights fee for broadcasting NMU varsity athletic contests	Negotiated
Sport Ticket Prices	Appendix C

**Marketing and 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 or Commercial	Not available
<b>Printing Services</b>	
Project Management Fee (for jobs coordinated through printing services and outsourced to printing vendors)	15% with a max of \$1,000
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
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
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
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:	
Req for Printing Serv 25/pkg	3.0812
Travel Voucher Forms 25/pkg	8.8615
Warehouse Requisition Forms	0.0675
Bulk Mail Order Forms	0.1462
Limited Personal Serv Form	0.2249
Student Personnel Transaction	0.1574
Personnel Trans From	0.4274
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# Astroparche	0.02
65# White	0.04
65# Astroparche	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	
<b>Public Safety and Police Services</b>	
Police accident report (copy)	3.00
Preliminary Breath Test	3.00
Key replacement	Cost
Vehicle registration:	
Faculty/Staff – 1 year permit	140.00
Faculty/Staff – Winter	91.50
Faculty/Staff – Spring/Summer	43.00
Student Permit – 1 year	140.00
Student Permit – Winter	91.50
Student Permit – Spring/Summer	43.00
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)	30.00
Temporary permits (two weeks)	No charge
Transfer Fee	5.00
Decal Replacement	25.00
Faculty/Staff second permits are \$140-year, \$91.50-winter, \$43-spring/summer Student second permits are \$70-year, \$46-winter, \$21.50-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
Impound Lot fee (per day)	20.00
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
MDOC Corrections Academy	3,500.00
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
<b>Recreation Facilities and Services</b>	
Equipment Rental	Appendix B
Recreation Memberships:	
Community – general (year)	
First Adult	378.00
Spouse	248.00
Each child	133.00
Family rate	683.00
Community – general (3 months)	
First Adult	174.00
Spouse	119.00
Each child	94.00
Family rate	364.00
Youth membership – without adult	
Year	233.00
3 months	149.00
Individual – monthly	79.00
MGH/Employee Group Program (Full year)	
First Adult	308.00
Spouse	218.00
Each child	121.00
Family rate	610.00
NMU Alumni Association, Affinity & Service to NMU Groups [President's Club, Blue Line Club, Wildcat Club, Special-NMU Foundation Groups, Campus Minister, Pre-Dental/Medical Advisory Board Member, Physiology Lab Doctor, Training Consortium, (policeman), Active Military/Veteran], Senior Citizen (62+) (Yearly Rate)	
First Adult	278.00
Spouse	177.00
Each child	116.00
Family rate	600.00
Non-NMU student	
Student (per semester)	109.00
Spouse (per semester)	109.00
NMU Faculty/Staff (Yearly rate)	
Faculty/Staff 1st Adult	230.00

Spouse/Designee	170.00
Each child (over 5)	105.00
Family rate	252.00
NMU Faculty/Staff (Mid-year rate)	
Faculty/Staff 1st Adult	160.00
Spouse/Designee	112.00
Each child (over 5)	79.00
Family rate	199.00
NMU Adjunct, Retirees (Yearly rate)	
First Adult	248.00
Spouse	170.00
Each child	105.00
Family rate	455.00
Student Recreation pass/Visiting University students/Resident Summer programs/North Star Academy students (fall, winter, or summer)	
1-3 undergraduate credits (per semester)	Resident membership
1 graduate credit (per semester)	Resident membership
4-5 undergraduate credits (per semester)	109.00
2-5 graduate credits (per semester)	109.00
Spouse (per semester)	84.00
Family - spouse + children (per semester)	158.00
Golf Simulator Fee	20.00
Daily Passes:	
PEIF & Superior Dome Guest Pass	10.00
Group rate (10 or more) (each person)	8.00
Punch card (15 punches)	110.00
Recreation ID card/replacement card	10.00
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	200.00
Category A – ticketed events (group C) (add'l \$0.50 per person)	68.00
Category A – NMU Volleyball games	191.00
Category B – day	759.00
Category B – ticketed events (group C) (add'l \$0.50 per person)	114.00
Category C – day	949.00
Category C – ticketed events (group C) (add'l \$0.50 per person)	132.00
Dance Studio:	
Category A – day	80.00
Category A – hour	23.00
Category B – day	158.00
Category B – hour	33.00
Category C – day	245.00
Category C – hour	43.00
Swimming Pool:	
Category A – hour	72.00
Category B – hour	88.00
Category C – hour	126.00
Gymnasium (150 & 154) each:	
Category A – day	95.00
Category A – hour	43.00
Category B – day	158.00
Category B – hour	59.00
Category C – day	241.00
Category C – hour	76.00

Racquetball Courts:	
Category A – hour	50.00
Category B – hour	82.00
Category C – hour	117.00
Facility Rentals (Berry Events Center):	
Events requiring ice covering:	
Daily rate (plus \$1.00 per person)	2,800.00
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)	232.00
Prime time - 75+ hours (per hour)	201.00
Prime time - 100+ hours (per hour)	190.00
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
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 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).	3,000.00
Late charge for late removal (per booth)	50.00
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
Replacement lock	10.00
Replacement towel	10.00
Locker cleaning charge	25.00
Outdoor Recreation Center Rental Fees:	
Climbing wall (per hour)	70.00

Student member - ORC semester rental pass	30.00
Belay Certification (non-members)	
Adult	5.00
High School	5.00
Children (6–18 years)	5.00
PEIF opened during non-operating hours, for non-class activities (per hour)	12.00
<b>Ticket Office</b>	
NMU Sponsored Events:	
Ticketing Charge:	
Athletic single tickets-Volleyball (per ticket)	0.34
Athletic single tickets-Football, Hockey, Basketball (per ticket)	0.85
Athletic season tickets-Football, Volleyball, Basketball (per ticket)	0.90
Athletic season tickets-Hockey (per ticket)	0.96
Athletic single tickets-Volleyball (per game)	100.00
Athletic Hockey consignments (per series)	100.00
FRT single tickets (per ticket)	0.85
FRT Scrooge tickets (per ticket)	0.85
FRT season tickets (per ticket)	0.90
NMU Performing Arts single tickets (per ticket)	0.85
NMU Performing Arts season tickets (per ticket)	0.90
Marquette Symphony Orchestra single tickets (per ticket)	0.85
Marquette Symphony Orchestra season tickets (per ticket)	0.90
Student Activities-NAE/Platform Personalities (per ticket) (\$1.00 - \$7.99)	0.34
Student Activities-NAE/Platform Personalities (per ticket) (\$8.00 - \$11.99)	0.62
Student Activities-NAE/Platform Personalities (per ticket) (\$12.00 - \$24.99)	0.85
Student Activities-NAE/Platform Personalities (per ticket) (\$25.00 - up)	1.10
Superior Dome-High School Football games/HSFB playoffs/Tradeshows (per ticket)	0.34
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	175.00
General Admission	125.00
Rush Set-up (week or less)	50.00
Cancellation of General Admission Event (\$125.00 set-up + \$25.00 cancellation charge)	150.00
Cancellation of Reserved Event (\$175.00 set-up + \$25.00 cancellation charge)	200.00
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	2.00
Voice Blast	50.00
Ticketing Event Staffing (by full-time ticketing staff)	Negotiated
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

<b>U.S. Olympic Training Site</b>	
Facility use fee (per semester)	250.00
Weightlifting Coaching Fee (per semester)	250.00
Daily room/meals for international athlete	65.00
Daily rate for athletes	\$35.00 - \$65.00
Youth club sports drop-in fee (per session)	\$5.00 - \$10.00
Youth club sports per semester fee	120.00

**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, NMU Bookstore 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 complementary 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 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 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**

	<b>Student Day</b>	<b>Daily Rec. Member</b>	<b>Daily Other</b>	<b>Student Weekend</b>	<b>Weekend Rec. Member</b>	<b>Weekend Other</b>	<b>Student Week</b>	<b>Week Rec. Member</b>	<b>Week Other</b>	<b>Cleaning Fee</b>
<b>Camping Gear</b>										
Backpack	5.00	7.00	10.00	10.00	15.00	20.00	20.00	30.00	40.00	10.00
Sleeping Bag	5.00	7.00	10.00	10.00	15.00	20.00	20.00	30.00	40.00	20.00
Two-Person Tent	10.00	15.00	20.00	20.00	30.00	40.00	40.00	50.00	70.00	25.00
<b>Boating Gear</b>										
Kayak Package	20.00	25.00	40.00	35.00	50.00	75.00	60.00	80.00	100.00	25.00
Kayak Paddle	3.00	5.00	7.00	6.00	10.00	15.00	12.00	20.00	30.00	25.00
PFD – Adult & Youth	3.00	5.00	7.00	6.00	10.00	15.00	12.00	20.00	30.00	10.00
<b>Snow Gear</b>										
Cross Country Ski Package	10.00	15.00	20.00	20.00	30.00	35.00	40.00	50.00	60.00	5.00
Skis Only *	7.00	12.00	15.00	10.00	20.00	30.00	20.00	35.00	50.00	5.00
Boots Only	5.00	7.00	10.00	10.00	15.00	20.00	15.00	25.00	35.00	5.00
Poles Only	2.00	5.00	7.00	5.00	10.00	15.00	10.00	15.00	25.00	5.00
Snow Shoes *	10.00	15.00	20.00	20.00	25.00	30.00	30.00	40.00	50.00	5.00
<b>Other</b>										
Hammock	5.00	10.00	15.00	10.00	15.00	25.00	20.00	25.00	40.00	5.00
Crash Pad	10.00	10.00	20.00	20.00	20.00	30.00	30.00	30.00	40.00	5.00
Disc Golf Set	1.00	1.00	2.00							
* Class related rental of XC skis and snowshoes (per 8 weeks) is \$15.00										

**APPENDIX C**

**NMU ATHLETIC SPORTS TICKET PRICES**

			<b>Season</b>		
<b>Single</b>			<b>(Discounted Season Ticket per Game)</b>		
	<b>Adult</b>	<b>Senior</b>	<b>NMU Student or 18 and Under</b>	<b>Adult</b>	<b>NMU Student or 18 and Under</b>
<b>Football</b>					
General Admission	12.00	9.00	9.00	9.00	
<b>Volleyball</b>					
General Admission	8.00	6.00	6.00	6.00	
<b>Basketball</b>					
General Admission	8.00	6.00	6.00	6.00	
<b>Lacrosse</b>					
General Admission	5.00	3.00	3.00		
<b>Hockey</b>					
Reserved Seats	17.00	14.00	10.00	14.00	9.00
General Admission	17.00	14.00	10.00		
Standing Room	16.00	13.00	10.00		

**Season Ticket Purchase Options:**

1. Pick 10 Packs are available for football, volleyball and basketball. 10 ticket vouchers \$60 (can be used in any combination).
2. Volleyball and basketball group rate for 10 tickets or more to a single game = \$6.00
3. Football group rate for 10 tickets or more to a single game = \$8.00
4. Hockey group rate for 10 tickets or more to a single game = \$10.00
5. Adult hockey season ticket packages will be available for Friday or Saturday series at \$16 per game.
6. Student hockey season ticket packages will be available for Friday or Saturday series at \$10 per game.
7. Incoming full-time freshman and first time students will be charged a one-time fee of \$250, allowing them to be admitted free to all regular season events.
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 (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**

<b>Building</b>	<b>Room</b>	<b>University Sponsored</b>	<b>Non-University Non-Profit</b>	<b>Non-University Commercial ^</b>
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 Complex	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
	Classrooms	25.00	50.00	75.00
	Conference Rooms	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
<b>Waino Wahtera Pavilion</b>				
Pavilion rental (per hour)		35.00	55.00	65.00
Equipment and labor - tables, chairs, delivery, set-up and takedown				
1-50 guests (up to 50 chairs and 7 tables)		200.00	200.00	200.00
51-100 guests (up to 100 chairs and 12 tables)		300.00	300.00	300.00
101-200 guests (up to 200 chairs and 18 tables)		400.00	400.00	400.00
<b>Reynolds Recital Hall</b>			<b>Campus Groups</b>	<b>Off-Campus Groups</b>
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
<b>Jacobetti Complex Labs</b>			<b>Hourly Rate</b>	<b>Daily Rate</b>
Auto - JC 220 *			50.00	200.00
Training Lab - 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
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		
^ Use/Rental in a bonded building requires prior review and authorization.		

**APPENDIX E**

**BUILDING/FACILITIES RENTAL RATES**

**OFFICE OF HOUSING AND RESIDENCE LIFE**

<b>Building</b>	<b>Department</b>	<b>Area</b>	<b>Annual Amount</b>
Wilkinson Avenue	External Rental	1,485 sq ft	\$1,000/mth
<b>Residence Hall Common Area Rental Rates (for summer groups)</b>			<b>Rate</b>
West Hall and study lounges, residence hall recreation rooms			25.00
<b>Multi-Day Discounts for Residence Hall Common Areas/Quad II Dining Room (for summer groups)</b>			
Day 2			0.20
Day 3			0.30
Day 4 (or more)			0.40

**APPENDIX F**

**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)	6.00
Each additional day (per dozen, per day)	2.00
8' Tables	
First Day (each, per day)	4.00
Each additional day (each, per day)	1.00
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	250.00
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
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	
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
Early Termination of Rental	5.00
Furniture removal charge	125.00

**APPENDIX G**

**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.

<b>Bathroom:</b>	
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
<b>Cleaning and Painting:</b>	
Clean Room or Bathroom	20.00
Repair Nail Hole in Wall (includes paint touch-up)	
One hole	25.00
Additional holes (each)	1.00
<b>Painting</b>	
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
<b>Door Hardware</b>	
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 – Residence Halls	50.00
Change Core – Apartments	55.00
Key replacement	3.00
<b>Furnishings – Student Room</b>	
<b>Beds:</b>	
Foot	35.00
Head	35.00
Mattress Cover	35.00
Mattress Pad	7.50
Reassembly	15.00
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 (Spooners Hall)	45.00
Kitchen Table (Spooners Hall)	90.00
Living room chair (Spooners Hall)	249.00
Loft Removal	15.00
Love seat (Spooners Hall)	346.00
Shelf (above desk)	100.00
Small 4 drawer dresser (Spooners 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 – Spooners 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 H**

**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
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
Tile	
Replace one tile	25.00
Replace additional tile (each)	2.00
Furnishings:	
Chair (upholstered)	
Clean	25.00
Replace cushion (each)	20.00
Re-upholster chair	100.00
Chair (rocker)	
Re-upholster	90.00
Couch (upholstered)	
Clean	30.00
Replace cushion (each)	20.00
Re-upholster couch	135.00
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
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:	
Window - Replace	Cost plus labor
Window Screen - Replace	30.00
Window Screen - Repair	20.00

**APPENDIX I**

**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.

<b>Conference Room Name</b>	<b>Off-Campus Private Partial</b>	<b>Off-Campus Private All Day</b>	<b>Off-Campus Non-Profit Partial</b>	<b>Off-Campus Non-Profit Partial</b>	<b>Off-Campus Non-Profit All Day</b>	<b>On-Campus Univ. Dept. Partial/All</b>
Marquette	90.00	125.00	80.00	80.00	110.00	60.00
Nicolet	90.00	125.00	80.00	80.00	110.00	60.00
Cadillac	90.00	125.00	80.00	80.00	110.00	60.00
Brule	105.00	145.00	90.00	90.00	125.00	70.00
All Explorer Rooms	375.00	520.00	345.00	345.00	455.00	250.00
Erie	110.00	145.00	95.00	95.00	130.00	70.00
Huron	110.00	145.00	95.00	95.00	130.00	70.00
Michigan	135.00	185.00	125.00	125.00	155.00	85.00
Ontario	115.00	155.00	105.00	105.00	135.00	75.00
Erie, Huron, Michigan, Ontario	470.00	630.00	420.00	420.00	550.00	300.00
Superior	110.00	150.00	95.00	95.00	130.00	70.00
Pioneer A	110.00	150.00	95.00	95.00	130.00	70.00
Pioneer B	110.00	150.00	95.00	95.00	130.00	70.00
Pioneer A & B	220.00	300.00	190.00	190.00	260.00	140.00
Charcoal Room	110.00	150.00	95.00	95.00	130.00	70.00
Dining Room B	130.00	160.00	105.00	105.00	135.00	80.00

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

<b>Other Room</b>	<b>Off-Campus Private* Partial</b>	<b>Off-Campus Private* All Day</b>	<b>Off-Campus Non-Profit Partial</b>	<b>Off-Campus Non-Profit Partial</b>	<b>Off-Campus Non-Profit All Day</b>	<b>On-Campus Univ. Dept. Part./All</b>
Peter White Lounge	190.00	245.00	170.00	170.00	210.00	120.00
Guest Room 2207 & 2209 (double)	70.00	90.00	65.00	65.00	80.00	60.00
Overtime Rates (per hour)	55.00	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 J**

**UNIVERSITY CENTER – A.V. EQUIPMENT & OTHER CHARGES**

<b>Equipment</b>	<b>Off-Campus Profit</b>	<b>Off-Campus Non-profit</b>	<b>On-Campus Univ. Dept</b>
<b>Sound System:</b>			
Microphone w/House amp system	25.00	15.00	10.00
Extra Microphones	10.00	5.00	0.00
Boom box with CD and tape player	30.00	15.00	5.00
<b>Projection Screens:</b>			
All sizes	40.00	20.00	10.00
<b>Video Apparatus:</b>			
VCR-Videotape recorder/player	45.00	25.00	15.00
TV-Television monitor/receiver	45.00	25.00	15.00
<b>Miscellaneous:</b>			
Flipchart w/paper	25.00	20.00	15.00
Telephone line and/or equipment	25.00	20.00	15.00
Grand piano	115.00	90.00	60.00
Electric piano	45.00	35.00	25.00
Upright piano	60.00	45.00	40.00
Table in corridor	35.00	25.00	15.00
<b>Dance Floor</b>			
Up to 42 3' x 3' pieces	90.00	70.00	Waived
43 to 120 3' x 3' pieces	150.00	105.00	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.

<b>Furnishings</b>	
<b>All Tables (8', 6' or round)</b>	
First day (each, per day)	2.50
Each Additional Day (each, per day)	0.75
<b>Chairs (metal, cushioned, stacking)</b>	
First Day (each, per day)	0.75
Each Additional Day (each, per day)	0.25
<b>Risers (8" or 16")</b>	
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 K**

**LEARNING RESOURCES DIVISION – RATE SHEET**

<b>Activity or Service</b>	<b>Student</b>	<b>Internal</b>	<b>Non-Profit</b>	<b>Commercial ^</b>
Labor (per hour)				
Staff	40.00	40.00	45.00	50.00
Student	15.00	15.00	17.50	20.00
<i>Overtime rate = hourly rate x 1.5</i>				
Video Products				
NMU Commencement Video	10.00	10.00	19.95	19.95
Production Facilities				
Non-linear edit suite	21.00	30.00	45.00	60.00
Studio A (includes control)	175.00	250.00	375.00	500.00
Studio A audio only (per hour)	10.50	15.00	22.50	30.00
EFP Package (camera, recorder, lights)	21.00	30.00	45.00	60.00
EFP Package (same as above with prompter)	35.00	50.00	75.00	100.00
PC computer editing	10.50	15.00	22.50	30.00
Three camera mobile unit	420.00	600.00	900.00	1,200.00
HD Video Camera	78.75	112.50	168.75	225.00
Digital Video Camera	43.75	62.50	93.75	125.00
Tripod	5.25	7.50	11.25	15.00
Duplication/Conversion				
DVD Duplication	2.45	3.50	5.25	7.00
DVD Production (labor charges apply)	2.45	3.50	5.25	7.00
DVD Recording/Conversion	4.20	6.00	9.00	12.00
DVC-Pro/Mini-DV	21.00	30.00	45.00	60.00
VHS Recording/Conversion	4.20	6.00	9.00	12.00
CD Duplication	1.75	2.50	3.75	5.00
Video Record/Playback Equipment				
DVD Player	10.50	15.00	22.50	30.00
Blu-ray Player	17.50	25.00	37.50	50.00
Television/Video Projection				
42" Digital TV	17.50	25.00	37.50	50.00
Lighting Equipment				
Dimmer 12 x 2.4K	26.25	37.50	56.25	75.00
Controller - 8 channel	7.00	10.00	15.00	20.00
Controller - 48 channel	14.00	20.00	30.00	40.00
Lighting Dimmer (20A)	8.75	12.50	18.75	25.00
Light (1-2K)	5.25	7.50	11.25	15.00
Lowell Lighting Kit	21.00	30.00	45.00	60.00
Lighting - 4 Light	43.75	62.50	93.75	125.00
Lighting - 8 Light	87.50	125.00	187.50	250.00
Lighting - 16 Light	175.00	250.00	375.00	500.00
Lighting - 24 Light	245.00	350.00	525.00	700.00
Lighting - 32 Light	315.00	450.00	675.00	900.00
Source 4 Ellipsoidal	4.20	6.00	9.00	12.00
Source 4 PAR or Altman Fresnel	2.80	4.00	6.00	8.00
10" x 10" x 6' truss	5.25	7.50	11.25	15.00
16" x 16" x 10' truss	12.25	17.50	26.25	35.00
20' crank stage lift	26.25	37.50	56.25	75.00
Gobo's, pattern & holders	1.05	1.50	2.25	3.00
Follow spot	21.00	30.00	45.00	60.00
100' multi stage cable - 6 circuit	19.25	27.50	41.25	55.00
Commencement package (less truss and lifts)	420.00	600.00	900.00	1,200.00
House PA/Amplifiers				
In-house system	8.75	12.50	18.75	25.00
Power amplifier (Crest, Crown, QSC, Lab, Gruppen)	14.00	20.00	30.00	40.00

Sound Package #1 (4-KF650/sub, 4 mon)	420.00	600.00	900.00	1,200.00
Sound Package #2 (4-KF650, 2 mon)	280.00	400.00	600.00	800.00
JXJ 1100 Renkus Heinz PA only	280.00	400.00	600.00	800.00
JXJ 1100 Base PA system only	80.00	120.00	180.00	240.00
Mixers				
Shure 4-channel	3.50	5.00	7.50	10.00
Mackie 1402 mixer	10.50	15.00	22.50	30.00
16 channel mixer	17.50	25.00	37.50	50.00
Midas Venice 320 mixer	52.50	75.00	112.50	150.00
Yamaha QL1	70.00	100.00	150.00	200.00
Venue SC48 Digital Mixer	105.00	150.00	225.00	300.00
Speakers				
EV SX100	7.00	10.00	15.00	20.00
Anchor speaker	7.00	10.00	15.00	20.00
EV floor monitor	14.00	20.00	30.00	40.00
Mackie SRM-450	17.50	25.00	37.50	50.00
EAW SM-100 floor monitor	21.00	30.00	45.00	60.00
EAW JF290z	21.00	30.00	45.00	60.00
EAW KF650e	42.00	60.00	90.00	120.00
EV-QRX 218 subwoofer	28.00	40.00	60.00	80.00
Lecterns				
Floor lectern	14.00	20.00	30.00	40.00
Table top lectern	3.50	5.00	7.50	10.00
Microphones				
Dynamic mic (Shure 58, 57)	3.50	5.00	7.50	10.00
Condenser (Beta 87, Crown)	5.25	7.50	11.25	15.00
Wireless UHF (inc. lav & handheld)	21.00	30.00	45.00	60.00
Wireless UHF rack (10 units - lavs only)	140.00	200.00	300.00	400.00
Direct box	3.50	5.00	7.50	10.00
Projection Equipment				
Data projector (2,000 - 3,000 Lumen)	38.50	55.00	82.50	110.00
Slide projector	10.50	15.00	22.50	30.00
Overhead	10.50	15.00	22.50	30.00
Document Camera	10.50	15.00	22.50	30.00
Extron Scaler	52.50	75.00	112.50	150.00
Data projector (Sanyo)	157.50	225.00	337.50	450.00
Screens				
Tripod screen (5-8 ft)	12.25	17.50	26.25	35.00
Fastfold screen (7.5 x 10)	28.00	40.00	60.00	80.00
Fastfold screen (9 x 12)	35.00	50.00	75.00	100.00
Truss screen (15x20)	52.50	75.00	112.50	150.00
<i>(no screen charge if permanently mounted in room)</i>				
Audio Recorders/Players				
CD player	7.00	10.00	15.00	20.00
Digital audio recorder	21.00	30.00	45.00	60.00
Portable Audio Rack	52.50	75.00	112.50	150.00
Computer				
Laptop	14.00	20.00	30.00	40.00
Miscellaneous				
Minimum materials	2.10	3.00	4.50	6.00
VGA Amplifier	10.50	15.00	22.50	30.00
Audio snake 8x4x100'	10.50	15.00	22.50	30.00
Audio snake 32x8x100'	21.00	30.00	45.00	60.00
Driverack (EQ, FX, comp)	42.00	60.00	90.00	120.00
Clear One Audio Conference XAP-TH2	21.00	30.00	45.00	60.00
Mediasite Live Box	70.00	100.00	150.00	200.00
Mediasite Live Package	133.00	190.00	285.00	380.00

Mediasite Server Storage (per hour/3 months)	43.75	62.50	93.75	125.00
Feature Film Showing	80.00	500.00	750.00	1,000.00
IDT classroom projector	38.50	55.00	82.50	110.00
Cisco C40 Video Conference Codec	87.50	125.00	187.50	250.00
Logitech web cam and speaker phone kit	17.50	25.00	37.50	50.00
IMS Classroom (5 or more rooms)	21.00	30.00	45.00	60.00
Berry Events Center Video Board (per hour)	0.00	0.00	50.00	75.00
Videoconferencing (per hour)				
Facility Flat Fee-LRC111A	28.00	40.00	60.00	80.00
Facility Flat Fee LRC109 & LRC111B	42.00	60.00	90.00	120.00
Bridging (per port)	7.00	10.00	15.00	50.00

*Multi-day multiplier (student, internal, non-profit)*

*1 day up to 1 week = 1 x rate; 1 week up to 2 week = 2 x rate; 2 week up to 3 week = 3 x rate;*

*3 week up to 1 month = 4 x rate*

*Multi-day multiplier (commercial)*

*1 day = 1 x rate; 2 day = 1.5 x rate; 3 day = 2 x rate; 4 day = 2.5 x rate, 1 week = 3 x rate; 2 week = 4 x rate;*

*3 week = 5 x rate; 1 month = 6 x 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.

<sup>^</sup> Use/Rental in a bonded building requires prior review and authorization.

**APPENDIX L**

**MONTHLY COPIER RATES FOR MULTIFUNCTION MACHINES**

**Black and White Copier (with stapler)**

<b>Annual Click Range</b>	<b>25 PPM</b>	<b>30 PPM</b>	<b>35 PPM</b>	<b>45 PPM</b>	<b>55 PPM</b>
1 - 10,000	99.00	103.00	106.00	134.00	193.00
10,001 - 20,000	116.00	120.00	123.00	149.00	206.00
20,001 - 30,000	133.00	137.00	139.00	164.00	219.00
30,001 - 40,000	150.00	154.00	156.00	179.00	232.00
40,001 - 50,000	167.00	171.00	173.00	194.00	246.00
50,001 - 60,000	184.00	188.00	190.00	209.00	259.00
60,001 - 80,000	218.00	222.00	224.00	239.00	285.00
80,001 - 100,000	252.00	256.00	258.00	270.00	312.00
100,001 - 120,000	286.00	290.00	292.00	300.00	338.00
120,001 - 140,000	320.00	324.00	326.00	330.00	365.00
140,001 - 160,000	354.00	358.00	360.00	360.00	391.00
160,001 - 180,000	388.00	392.00	394.00	390.00	417.00
180,001 - 200,000	422.00	426.00	428.00	421.00	444.00
200,001 - 220,000	456.00	460.00	462.00	451.00	470.00
220,001 - 240,000	490.00	494.00	496.00	481.00	497.00
240,001 - 300,000	591.00	596.00	598.00	572.00	576.00
300,001 - 400,000	761.00	765.00	768.00	723.00	708.00

**Overage Click Charge**

1 - 10,000	\$0.127/click
10,001 - 30,000	\$0.075/click
30,001 - 60,000	\$0.054/click
60,001 - 120,000	\$0.036/click
120,001 - 400,000	\$0.028/click