

WNC Media Services Audio/Visual Usage Fees

WNC standard operating hours are Monday through Friday, 7:00 am to 5:00 pm

WNC non-standard operating hours are Monday through Friday, 5:00 pm to 10:00 pm, and Saturday and Sunday, 7:00 am to 10:00 pm. Exceptions to these hours must have prior approval by Media Services
Non-College groups (as defined in Section 2, Facility Use Policy 6-1-1) may use equipment on campus only.

AUDIO/VISUAL Usage Fees (Rates based on a daily fee)

Item	Commercial	Non-Profit	State of NV	WNCC Student
LCD Video Projector (with screen)	\$140.00	\$0	\$0	\$0
Digital Document Camera (Elmo)	\$200.00	\$0	\$0	\$0
Overhead Transparency Projector (w/screen)	\$ 16.00	\$0	\$0	\$0
Slide Projector (with screen)	\$ 20.00	\$0	\$0	\$0
25" or larger TV Monitor	\$ 22.00	\$0	\$0	\$0
VCR Player	\$ 18.00	\$0	\$0	\$0
TV/VCR Combination	\$ 40.00	\$0	\$0	\$0
Wireless Mikes	\$ 25.00	\$0	\$0	\$0
Wired Lavalier	\$ 20.00	\$0	\$0	\$0
Wireless Lavalier	\$ 25.00	\$0	\$0	\$0
PowerPoint Remote	\$ 15.00	\$0	\$0	\$0
Laser Pointers	\$ 10.00	\$0	\$0	\$0
5 Disk CD Player	\$ 25.00	\$0	\$0	\$0
CD/Cassette Player	\$ 10.00	\$0	\$0	\$0
Additional Dry Erase Board	\$ 12.00	\$0	\$0	\$0
Flip Charts with Marker	\$ 12.50	\$0	\$0	\$0
25 Sheet Flip Chart Pad	\$ 10.00	\$0	\$0	\$0
Audio-Visual Cart	\$ 16.00	\$0	\$0	\$0
Digital Video Camera w/Tripod	\$140.00	\$0	\$0	\$0
DSLR Digital Photo Camera	\$ 85.00	\$0	\$0	\$0
VHS w/Tripod Camcorder	\$ 60.00	\$0	\$0	\$0
Powered Speaker with Stand	\$ 40.00	\$0	\$0	\$0
Medium Powered Speaker System with CD Player	\$ 85.00	\$0	\$0	\$0
DVD Player	\$ 35.00	\$0	\$0	\$0
50' VHS Extension Cable	\$ 20.00	\$0	\$0	\$0
Operator/Tech	\$ 45.00	\$0	\$0	\$0
Large Sound System *	\$300.00	\$0	\$0	\$0
(required operator, hourly staffing charges apply in addition to equipment rental)				
Desktop/Tower Computer	\$100.00	\$0	\$0	\$0
Laptop Computer	\$ 65.00	\$0	\$0	\$0
<u>EVENT STAFFING (Hourly charge, if required)*</u>				
Standard hours	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
Non-Standard Hours	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00
<u>MISCELLANEOUS CHARGES (If Applicable)</u>				
Set-Ups/Break-Downs & Excessive	\$ 60.00	\$ 40.00	\$ 40.00	\$ 40.00

* Required staffing is delineated in the Audio/Visual Usage Fee Rates portion of this spreadsheet.

WNC Media Services Audio/Visual Usage Terms & Conditions

CANCELLATIONS, LATE CANCELLATIONS AND NO-SHOW CHARGES

Cancellations must be made 48 hours in advance. Any cancellations less than 24 hours notice will be charged a full rental charge for that event, with any related set-up/breakdown fees incurred by WNC for set-up/breakdown that has already been performed.

REPLACEMENT CHARGES[†]

Individuals will be responsible for replacement costs plus processing and billing fees for equipment that is not returned or is lost, as stated in WNC policy 5-2-1, section 1-C-5.

REPLACEMENT COSTS[†]

Individuals will be responsible for replacement costs plus processing and billing fees for equipment not returned or lost, as stated in WNC policy 5-2-1, section 2-C.

REPAIR COSTS[†]

Individuals will be responsible for repair costs to damaged equipment not to exceed the replacement costs, as stated in WNC policy 5-2-1, section 3-C.

[†]The library will use all means available to it under the law and under WNC policies to recover non-returned college property or to obtain payment for repair, replacement, processing, or overdue fees. These actions include, but are not limited to: suspension of library borrowing privileges; blocking of course registration, semester grades, transcript issuance and graduation. Excessive fines may result in a referral to a collection agency or the local police

I have read and agree to the above terms & conditions for checking out WNC audio/visual equipment.

Printed Name: _____

Phone Number: _____

Signature: _____

Date: _____