



614-292-5200  
eventplanner@studentlife.osu.edu

## Furnishings

Bar Stool	\$5.00
Chair - Black Folding	\$1.50
Choral Risers	\$100.00
Coat Rack	\$15.00
Dry Erase Board	\$5.00
Easel	\$5.00
Flatbed	\$20.00
Flip Chart	\$5.00
Flag Set	\$15.00
Fitted Skirting – Black or Red	\$20.00
Ice Bin - 100 Gal.	\$20.00
Ice Bin - Silver Tub	\$10.00
Ice Bin - Coke Barrel	\$10.00
Mirror	\$15.00
Pigtail & Number	\$1.00
Pipe & Drape - 4' Grey or 8' Red Price per Linear Foot	\$3.00
Pipe & Drape - 12' Black Price per Linear Foot	\$5.00
Sandwich board	\$5.00
Screen - 5x5	\$5.00
Screen - Accordion	\$10.00
Stanchion	\$5.00
Stage Piece - 6' x 8' with skirting and steps included	\$20.00
Stage Railing	\$10.00
Table	\$7.00
Table Linen - White	\$5.00
Tent - 10x10	\$50.00
Tent - 30x20* Includes rental cost for fire extinguishers	\$200.00

\*Tents of this size require permit from the State Fire Marshal.

## Audio/Visual

AV Cart	\$5.00
Boom Box	\$10.00
Cassette Player/Recorder	\$10.00
CD/DVD Player	\$15.00
DVD/VCR Combo	\$15.00
Follow Spot	\$20.00
Laptop Computer	\$100.00
LCD Projector	\$100.00
Microphone - Corded	\$25.00
Mic Stand	\$2.00
Music Stand	\$2.00
Outdoor PA System	\$100.00
Overhead Projector	\$10.00
Podium	\$20.00
Podium - Table Top	\$10.00
Projection Screen	\$10.00
Sound System (200 Watt)	\$100.00
Speakers	\$10.00
TV with Cart	\$15.00
VCR	\$15.00
Wireless Microphone	\$75.00
Wireless Mouse	\$10.00



## Deposit

**Standard Rate** 50% of total bill or full cost if bill less than \$100.00

**University User** 100W in lieu of deposit.

**Registered Student Organization** 50% of total bill or full cost if bill less than \$100.00

## Delivery

See below for definitions of the 3 rate types.

	Standard Rate	University User	Registered Student Org.
Minimum Delivery	\$30.00	\$30.00	\$20.00
Gem Car 1st trip	\$30.00	\$30.00	\$20.00
Gem Car 2nd and 3rd trip*	\$15.00	\$15.00	\$10.00
Truck 1st trip	\$60.00	\$60.00	\$40.00
Truck Subsequent Trip	\$30.00	\$30.00	\$20.00

\*more than three trips will require a truck

## Labor

Labor is charged per person, per hour, for set-up and tear-down.

Standard Rate	\$14.00
University User	\$12.00
Registered Student Org.	\$8.00

## On-Site Staffing

On-Site Staffing is charged for A/V technicians or event managers per person, per hour.

Audio/Visual Technicians and Event Managers are not present at events unless specifically requested.

Standard Rate	\$14.00
University User	\$12.00
Registered Student Org.	\$10.00

## Definition of Group Rates

**Standard Rate** All non-University affiliated organizations or groups fall into this rate category.

**University User** University Users are faculty & staff of The Ohio State University, as well as students not affiliated with a registered student organization.

**Registered Student Organization** To receive this rate, Student Organizations must meet the following criteria: a) officially be registered with the Office of Student Activities; b) have no outstanding debts to The Ohio Union; and c) have no unresolved issues related to prior use of The Ohio Union.

PLEASE NOTE: Last minute changes to events or events scheduled outside of normal operating hours may have additional charges. For additional information regarding Events To Go or facility scheduling, please visit:

[www.ohiounion.osu.edu](http://www.ohiounion.osu.edu).

\*rates for furnishings and audio/visual apply to all users.

The Ohio Union Events Services & Events To Go  
1961 Tuttle Park Place Room 11A  
Between Gates 22 and 24 of the Stadium