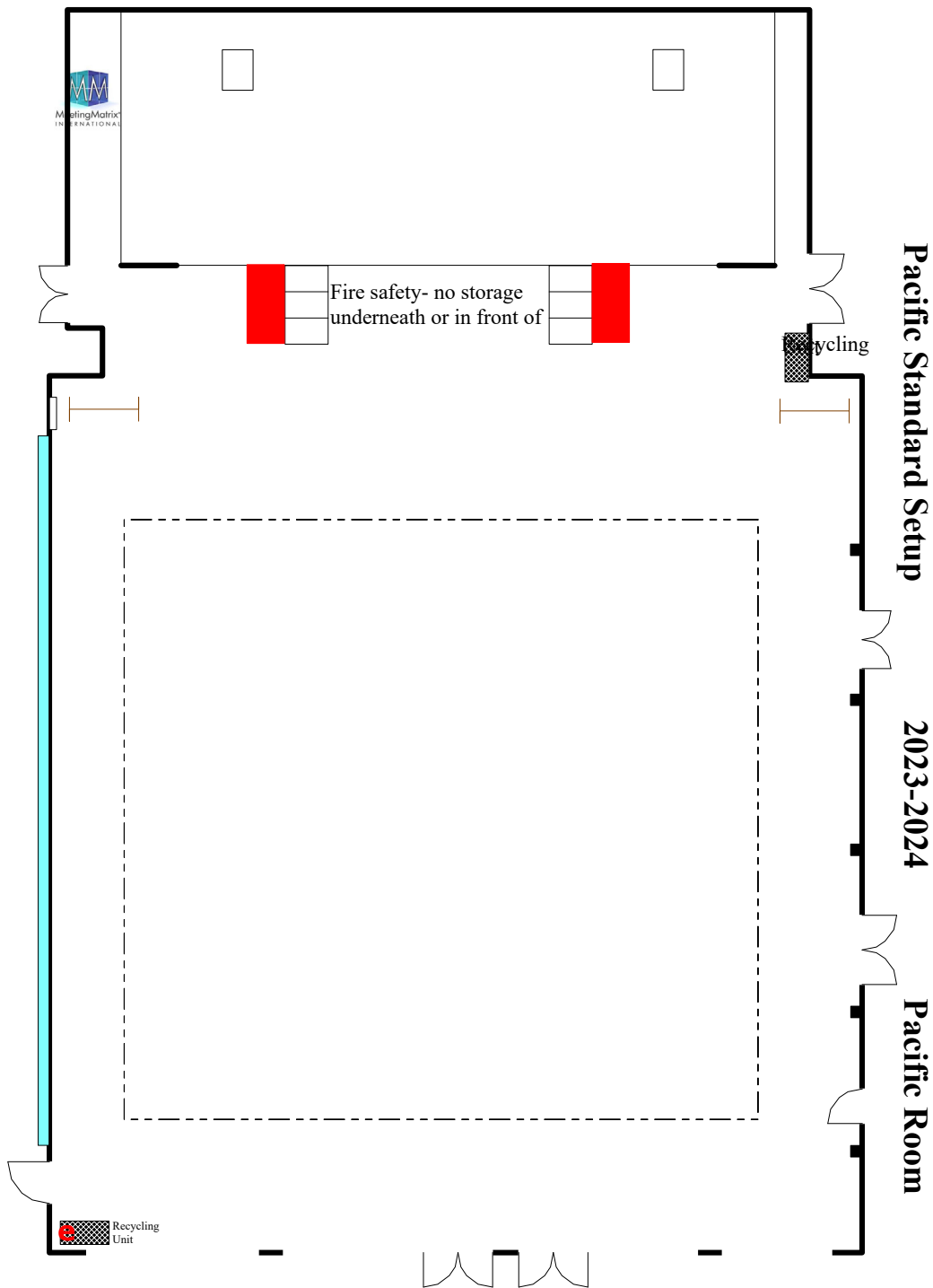


Western Oregon University

Werner University Center

Set-up / Take-down Charges

<u>Set-up</u>	<u>Number</u>	<u>1-Jul-23</u>
<u>Banquet-round tables/chairs</u>	<i>Up to 50</i>	\$70.00
	<i>51-100</i>	\$130.00
	<i>101-200</i>	\$185.00
	<i>201-Maximum</i>	\$220.00
<u>Rows of chairs</u>	<i>Up to 50</i>	\$35.00
	<i>51-100</i>	\$55.00
	<i>101-200</i>	\$90.00
	<i>201-300</i>	\$110.00
	<i>300- Maximum</i>	\$155.00
<u>6ft or Conference Tables / chairs</u>	<i>Up to 12</i>	\$25.00
	<i>13 - 32</i>	\$35.00
	<i>33 - 56</i>	\$55.00
	<i>57 - 100</i>	\$90.00
	<i>101 - Maximum</i>	\$135.00
<u>Custom set up</u>		\$20 Per hour per person
	<i>Custodial</i>	\$41.36 per hour per person



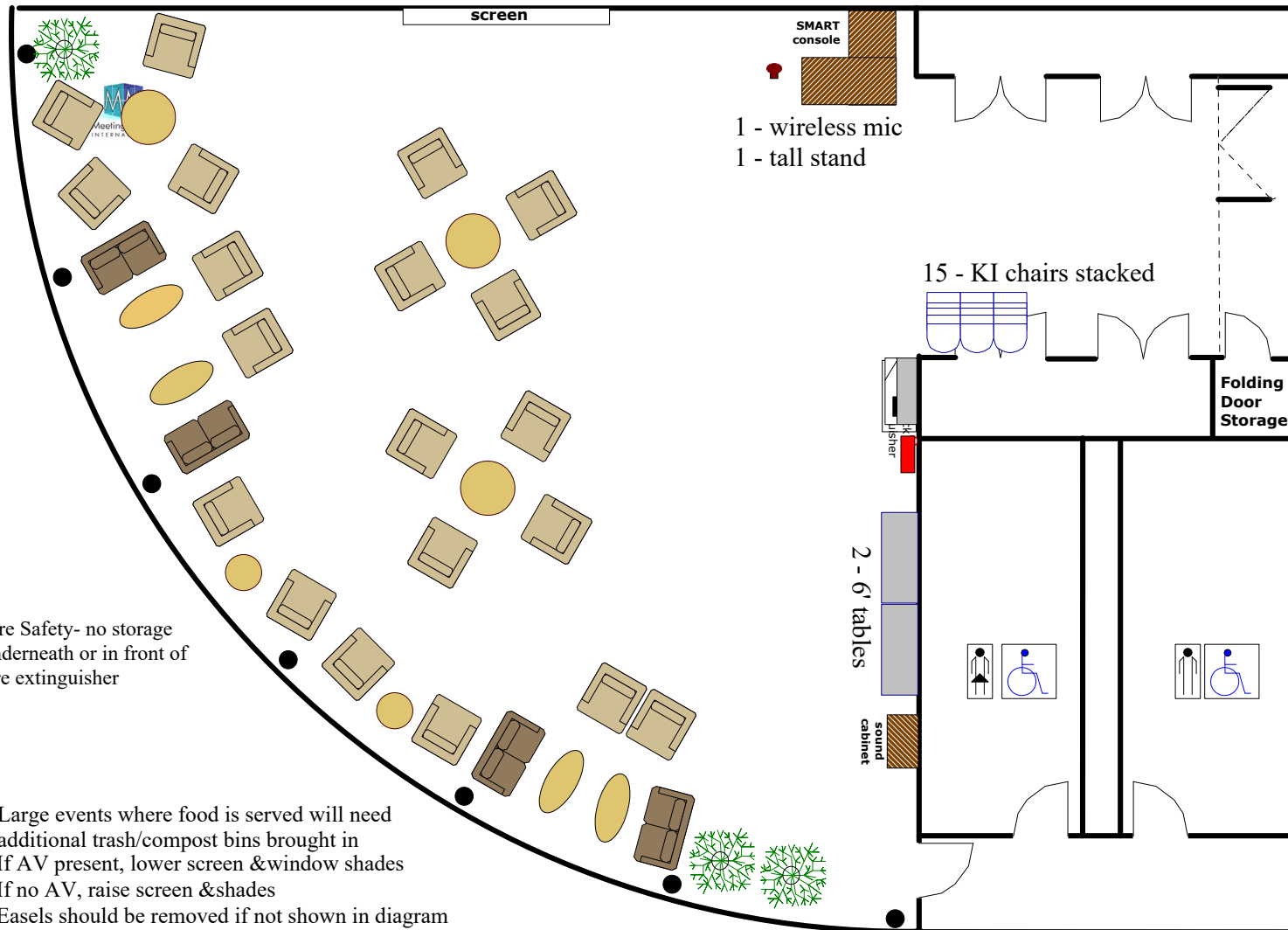
Large events where food is served will need additional trash/compost bins brought in
 If AV present, lower screen & window shades
 If no AV, raise screen & shades

Easels should be removed if not shown in diagram
 Whiteboards should be spotless w/a set of 4 pens & eraser
 Thermostats- set on 65 & volume control "0"

Willamette Standard Setup

2023-2024

Willamette Room



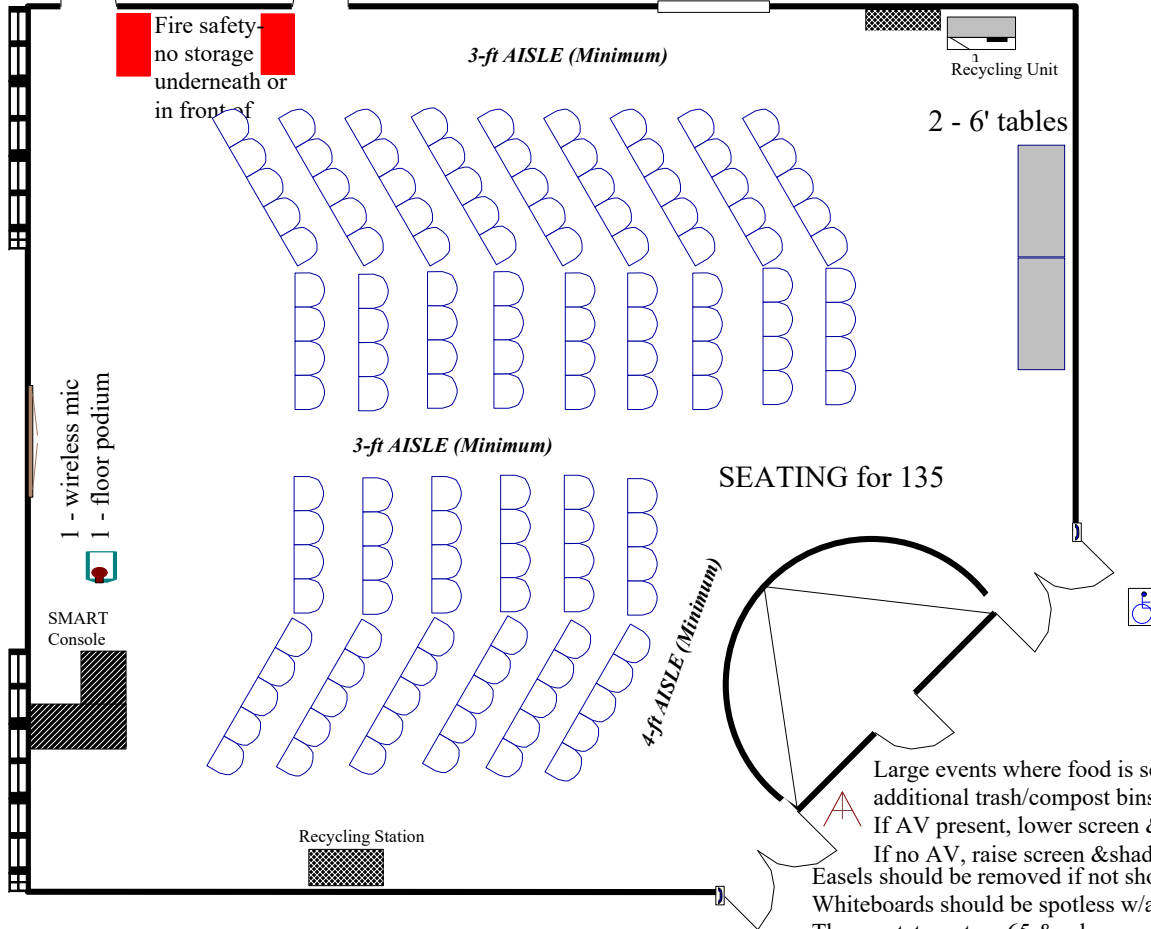
Fire Safety- no storage underneath or in front of fire extinguisher

Large events where food is served will need additional trash/compost bins brought in
If AV present, lower screen & window shades
If no AV, raise screen & shades
Easels should be removed if not shown in diagram
Flip chart easels brought in should have paper, pens & be clean

Columbia Standard Setup

2023-2024

Columbia

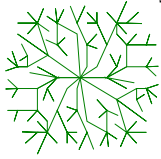


- A Large events where food is served will need additional trash/compost bins brought in
- If AV present, lower screen & window shades
- If no AV, raise screen & shades
- Easels should be removed if not shown in diagram
- Whiteboards should be spotless w/a set of 4 pens & eraser
- Thermostats- set on 65 & volume control "0"

Calapoia Standard Setup

2023-2024

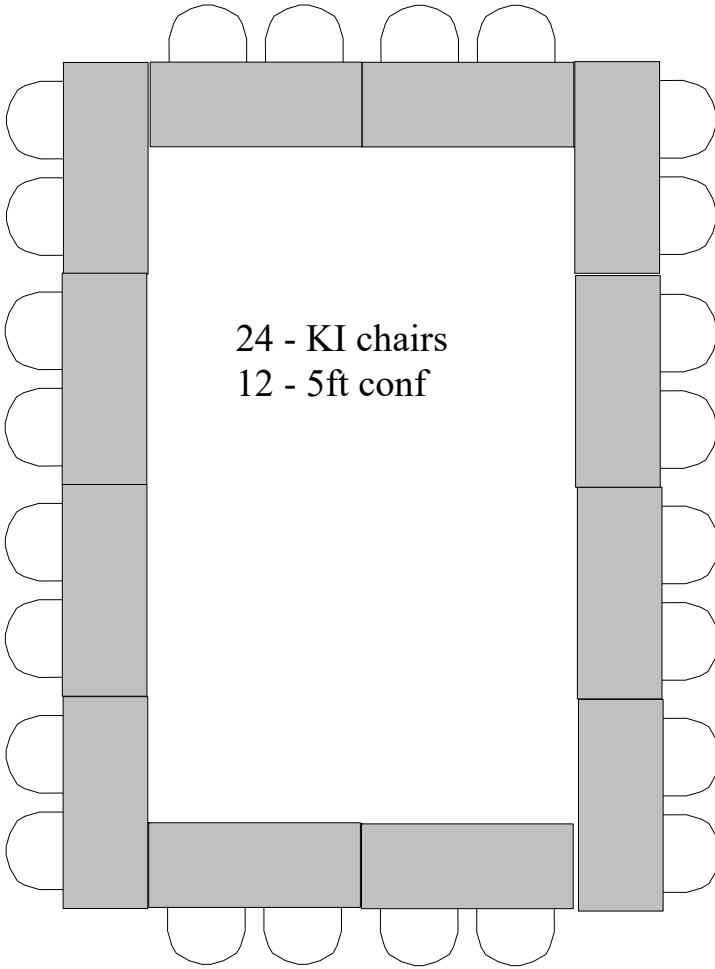
Calapoia



mic on tall stand

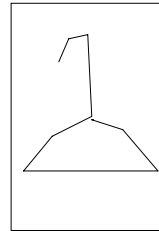


smart console

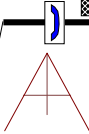
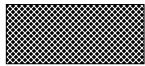


24 - KI chairs
12 - 5ft conf

WALL UNIT



Recycling Center



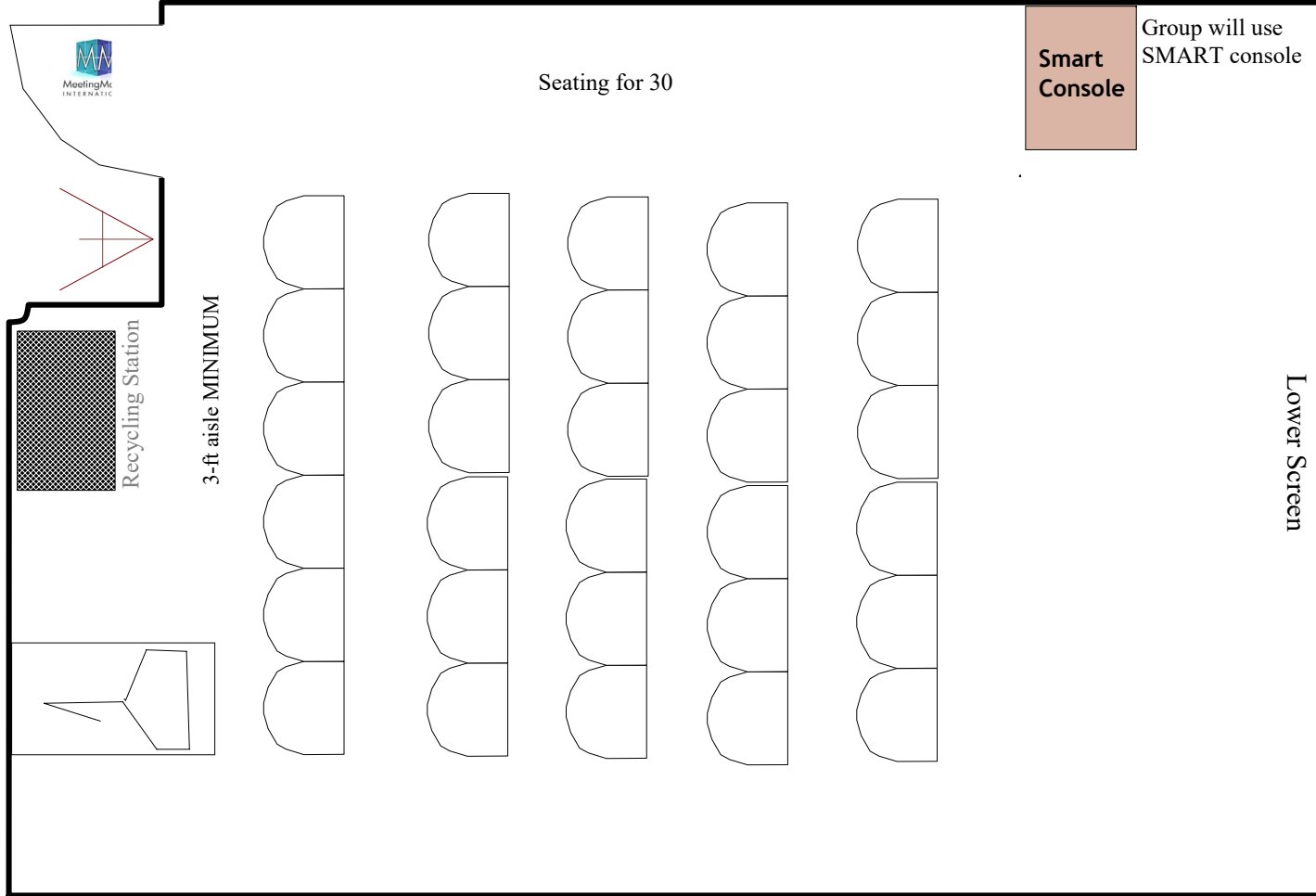
Large events where food is served will need additional trash/compost bins brought in
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Thermostats- set on 65 & volume control "0"

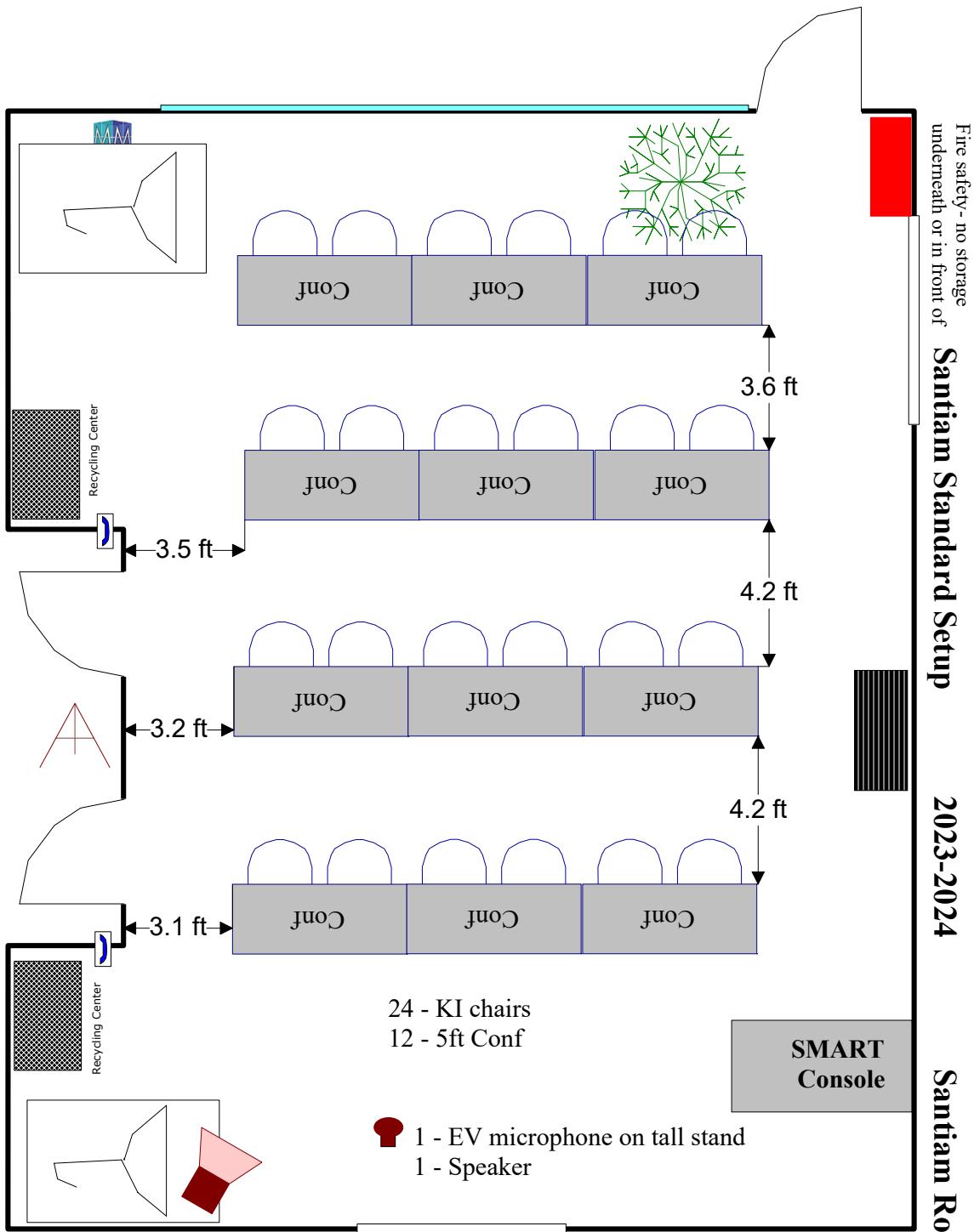
Fire safety - no storage underneath or in front of

Ochoco Standard Setup

2023-2024

Ochoco Room





Large events where food is served will need additional trash/compost bins brought in
 If AV present, lower screen & window shades
 If no AV, raise screen & shades

Easels should be removed if not shown in diagram
 Whiteboards should be spotless w/a set of 4 pens & eraser
 Thermostats- set on 65 & volume control "0"