

Willis Building's Auditorium & Conference Room Reservation Fees & Available Equipment

Auditorium

| Organization Type | Duration | Cost |
|---|-------------------------|--------------|
| Private/For Profit | 1/2 day (up to 4 hours) | \$115.00 |
| Private/For Profit | Full day (4+ hours) | \$140.00/day |
| Non-Profit/Government | 1/2 day (up to 4 hours) | \$90.00 |
| Non-Profit/Government | Full day (4+ hours) | \$115.00/day |
| ECU Departments | Audio/Visual Fee Only | No Charge |
| All organizations (Except ECU Departments) | Saturday or Sunday | \$150.00/day |

**Room reservation fees include a \$30.00 non-refundable deposit.*

| Equipment <i>(available equipment is for the auditorium only)</i> | Cost |
|---|---|
| Podium w/ microphone | No Charge |
| LCD Projector (Per Day) | \$30.00 |
| Monitor (conference room) | \$30.00 |
| Wireless Lapel Microphone <i>Not available weekdays after 5pm or on weekends.</i> | \$65.00 |
| Wired Microphones (not wireless) – total of 4 available <i>Not available weekdays after 5pm or on weekends.</i> | \$65.00 for the first microphone; \$40.00 for each additional microphone |

*****All reserving groups must pay equipment fees*****

Conference Room

| Duration | Cost |
|-------------------------|---------|
| 1/2 day (up to 4 hours) | \$25.00 |
| Full day (4 + hours) | \$30.00 |

Fee schedule effective December 1, 2008