

Academic Technologies Audio Visual Support Policy

Classification	Support Type	Space Type	Code
OIT Category 1 (ex: public scheduled classrooms)	Full financial and technical assistance is provided for these spaces by OIT.	A room or space used primarily for regularly scheduled instruction classes and that is not tied to a specific subject, discipline or college by equipment in the room or the configuration of the space. Audio Visual Equipment is based on OIT Standard configuration. Any Deviation from this standard by a college or department will be the financial responsibility of the requestor which includes installation and ongoing maintenance.	Standard 110
OIT Category 2 (ex: college & department owned classrooms or labs)	Technical assistance only is provided to these spaces by OIT. All financial responsibility for equipment is that of space owner.	A class or special class laboratory is a facility characterized by special purpose equipment or a specific space configuration that limits instructional or research activities to a particular discipline or a closely related group of disciplines. A class laboratory is used for regularly scheduled instruction. A special class laboratory supports instruction but is informally scheduled, or unscheduled (open).	210, 220, 225, 230, 235
OIT Category 3 (ex: special event venues)	OIT will provide technical assistance with the equipment already installed in these spaces. When additional equipment is required/requested, OIT will deliver/setup the equipment for an additional fee. All financial responsibility for equipment is that of space owner.	General use facilities comprise a campus general service or functional support system (e.g., assembly, exhibition, dining, relaxation, merchandising, recreation, general meetings, and day care) for the institutional and participant community populations. A space designed and equipped for the assembly of many persons for such events as dramatic, musical, devotional, livestock judging, or commencement activities.	350, 610, 680
OIT Category 4 (ex: other)	Technical Assistance only is provided to these spaces on a best effort basis by OIT. All financial responsibility for equipment is that of space owner.	Other UTSA spaces	All other codes

Special Event Terms & Rates

Academic Technologies (AT) reserves the right to modify or replace any of these policies or rates, and by submitting a special event technology request, you signify that you have read, understand, and agree to these policies and rates. By agreeing to these terms, you accept fiduciary responsibility for the property requested, and if negligently lost or stolen, will replace or reimburse The University of Texas at San Antonio for the total or replacement cost of the property.

Special event technology requests must be submitted by a UTSA faculty or full-time staff member. Therefore, a UTSA faculty or full-time staff member must submit all requests for student organizations, joint-sponsored outside organizations, and non-UTSA organizations. AT provides equipment and support for special events hosted at UTSA Campus locations only. Neither equipment nor support will be provided for special events off campus. Furthermore, AT does not provide equipment or support for special events at the Student Union (SU). SU requests must be made directly through the SU by calling (210) 458-4155. The SU does not coordinate requests with University Tech Solutions (UTS) or Tech Cafe.

AT offers the standard setup for traditional classrooms and special events facilities to UTSA departments and student organizations free of charge.

Standard setup includes technology already located in the room but is not limited to one PC, one projector, one projection screen, one PA system, one microphone, and one AV technician to help start the event. Standard setup excludes joint-sponsored outside organizations and non-UTSA organizations, which are subject to applicable fees for equipment and support. Non-standard setups are subject to additional fees and include both requests for additional equipment in excess of the standard technology already located in a room and requests for an alternative arrangement of



equipment to accommodate the layout of a special event. Additional equipment and dedicated support services are provided based on availability, and AT may impose limits on certain equipment or services.

Additional fees also apply to: 1) Requests made less than 10 business days before an event. 2) Changes made to a request within 10 business days of an event date, such as setup time, event time, desired equipment, etc. 3) Cancellations made the day of an event. 4) Events occurring outside Academic Technologies business hours of 8 a.m. to 5 p.m. Monday through Friday. 5) Events occurring at unsecured locations on UTSA Campus locations.

Dedicated Support All labor charges are billed as a minimum 4 hour day per technician.	Unit Price
AV Technician (per technician/per hour)	\$30.00
AV Technician After Hours Fee (per technician/per hour)	\$30.00
Additional Fees	Unit Price
Non-Standard Setup	\$75.00
Unsecured Campus Locations - Technician Required	AV Tech Fee
Late Fee (Requests less than 10 business days before event.)	\$75.00
Changes (Changes made within 10 business days before event.)	\$75.00
Cancellation Fee (Cancellations on the day of event.)	\$75.00
Computers & Accessories	Unit Price
PC Laptop	\$75.00
Mac Laptop	\$100.00
Wireless Presenter (Clicker)	\$5.00
Keyboard	\$20.00
Computer Speakers	\$10.00
Projectors & Screens	Unit Price
LCD Projector - Portable (Up to 3000 lumens XGA)	\$50.00
LCD Projector - Medium Venue (3000-4000 lumens XGA)	\$75.00
Portable Screen - 36in x 48in (60in diagonal)	\$15.00
Portable Screen - 48in x 64in (80in diagonal)	\$20.00
Portable Screen - 60in x 80in (100in diagonal)	\$25.00
Large Venue Projector & Screen Combo Combined use and 2 dedicated technicians required.	Unit Price
1 LCD Projector - Large Venue (6000 lumens XGA) 1 Rear Projection Screen 9ft x 12ft (with large projector only) 2 AV Technicians (4 hours each at \$30 per hour)	\$690.00

Microphones	Unit Price
Handheld Wired Microphone	\$10.00
Handheld Wireless Microphone	\$25.00
Lapel (Lavalier) Wireless Microphone	\$25.00
Wired Condenser Microphone (small mixer required)	\$15.00
Executive Wired Microphone with Stand	\$30.00
Microphone Stand	\$10.00
Sound System Elements	Unit Price
Portable Speaker - Anchor System Combo (1 handheld wireless microphone and 1 lapel wireless microphone)	\$75.00
Audio Recorder (call 210.458.4520 for details)	\$50.00
Press Box	\$50.00
Small Mixer (3 mic inputs)	\$25.00
Medium Mixer (4-8 mic inputs)	\$50.00
Large Mixer (9-16 mic inputs)	\$75.00
X Large Mixer (16-24 mic inputs)	\$100.00
Miscellaneous Equipment	Unit Price
Digital Camcorder (tape provided by customer)	\$75.00
Digital Document Camera (LCD projector required)	\$30.00
Media Players	Unit Price
DVD Player	\$10.00
Blu-Ray Player	\$25.00
DVD/VCR Combo	\$10.00

All rates listed above are daily unless otherwise not