MEDIA SERVICES SURCHARGES

Media Services Normal Business Hours
Monday through Thursday – 8 a.m. to 10 p.m.
Friday – 8 a.m. to 5 p.m.
Saturday and Sunday – Subject to Availability

- Standard rates apply during normal business hours.
- Media Services applies a surcharge to orders outside normal business hours (see hours above).
  Note: Prices are subject to change without notice.

Service	Fees
Service Fee for Weekend / University Holiday Requests Media Services charges an additional service fee for equipment use after 5 p.m. Friday, any time Saturday or Sunday, and any University Holiday. Requests are subject to staff availability. **Important** • An event lasting longer than **four hours** is charged an hourly fee of $119 in addition to this weekend service fee. • Weekend requests must be placed by 5 p.m. on the preceding Wednesday. • The full weekend surcharge will be assessed on scheduled weekend requests cancelled after 5 p.m. on the preceding Wednesday.	Event Support - $476 Video Production - $357
Delivery / Setup / Teardown Applicable to equipment deliveries and pickups <u>outside of normal weekday business hours</u>**.**	$119
Overrun Charges Applicable to each unsuccessful attempt to retrieve equipment when the time of an event exceeds the scheduled time on the order form.	$119
Short-Notice Request (Less than 24 business hours from the start of the Event) **Short-Notice Requests for Equipment are Subject to Staff Availability** **Important:** You must phone in short-notice requests (412-268-8855, option 2). Response may be delayed outside normal business hours.	$119
Urgent Request (Less than 1-hour from the start of the Event) **Urgent Requests for Equipment are Subject to Staff Availability** **Important:** You must phone in urgent requests (412-268-8855, option 2). Response may be delayed outside normal business hours.	$238
Cancellation Fee (Within 24 business hours of the Event start time) Scheduled requests must be cancelled at least 24 hours before the time of the event or will be subject to a cancellation surcharge.	$89