



Morgan University Center and Event Services

Morgan University Center (MUC) Technology, Equipment, and Service Fees

Standard Services

The Event Services team strives to provide an exceptional experience during your time in the Morgan University Center. To get you started, here is what we provide in each of our meeting rooms in the center.

- Podium
- Projector, ceiling mounted (screen included), or
- TV, mounted
- Speakers, ceiling mounted
- Laptop
- Wireless Clicker/Laser Pointer
- Dry Erase Board

Event Support Services

In addition to our standard services, we can provide the following event support to reservations within the Morgan University Center at no additional cost.

- Microphone, wired handheld
- Wooden Easels
- Extension Cords
- Multi-plugs
- Webcam
- US/TN and Military Flags
- Stage/Riser Platform (*available in limited locations*)

Event Enhancements

For those that would like to take their events to the next level and provide a premium experience, Event Services also offers event enhancements.

- Pipe and Drape, *\$10 equipment fee per section*
- Wireless Microphones, *\$75 technology fee per mic*
- Portable Sound System Bundles, *\$60 technology fee*

Event support services and enhancements must be requested in advance. Request approvals are based on equipment availability, event timing, and staffing to name a few. Morgan University Center events have priority of these services.

The purpose of equipment and service fees are to assist in the routine maintenance cost of and wear and tear of equipment that has a limited usable life. Fees are based on equipment costs, maintenance costs, and damage risks.



Technology, Equipment, and Service Fees

Morgan University Center and Event Services

	MUC Meeting Room	MUC Ballroom	Non-MUC Fee
Visual			
Dry Erase Board	\$ -	\$ -	N/A
Laptop	\$ -	\$ -	N/A
Projector (Portable)	\$ -	\$ -	\$ 25
Projector Screen (Portable)	\$ -	\$ -	\$ 10
Projector Screen (Portable 100", indoor only)	N/A	\$ 150	\$ 150
TV (Portable)	\$ -	\$ -	N/A
TV (Mounted)	\$ -	\$ -	N/A
Wireless Clicker/Laser Pointer	\$ -	\$ -	N/A
DVD Player	\$ -	\$ -	N/A
Audio			
Microphone (Wired handheld)	\$ -	\$ -	\$ 10
Microphone (Wireless handheld)	\$ 75	\$ -	\$ 150
Microphone (Wireless lapel)	N/A	\$ -	N/A
Microphone (USB)	\$ -	\$ -	\$ 10
Powered Speaker	\$ -	\$ -	\$ 25
Portable Sound System Bundle	\$ 60	\$ 60	\$ 60
Equipment			
Podium	\$ -	\$ -	\$ 50
Easel (Wooden)	\$ -	\$ -	\$ 10
Pipe & Drape (8' tall x 10' long)	\$ 10	\$ 10	\$ 25
Tall Pipe & Drape (16' tall, red/white/black)	N/A	\$ 100	N/A
Stage (18" high riser, 6'x8')	\$ -	\$ -	N/A
US/TN and Military Service Flags	\$ -	\$ -	\$ 250
Folding Bistro Tables	\$ -	\$ -	\$ 10
Table Linens (Not Available)	<i>Table linens can be rented from Governor's Fine Catering. Contact them at 931-263-4390 GovernorsFineCatering.USA@sodexo.com</i>		
Personnel			
Building Supervisor (Hourly, 3-hour minimum)	\$ 15	\$ 15	\$ 15
Technical Assistant (Hourly, 3-hour minimum)	\$ 20	\$ 20	\$ 20
Security (Hourly, 3-hour minimum)	\$ 30	\$ 30	\$ 30
Setup Fee (per reserved MUC space)	\$ 25	\$ 25	\$ 50
Large/Complex Setup Fee (Hourly, per staff)	\$ 15	\$ 15	\$ 15
Equipment Delivery Fee	\$ 25	\$ 25	\$ 25
Event Custodial Services	<i>Varies depending on needs and event type</i>		