Fee Guidelines for
ACES and AAES Meeting Room Use and Videoconferencing

April 10, 2009

Service	AU, AAMU, Government, or Non-Profit (non-ACES, non-AAES)	Corporate
Non-videoconference Events		
Room charge (per site, per event)	$0	$125
Videoconference Events		
Site fee (per ACES or AAES site)	$35 /hour	$125 /hour
Bridging (per event)	$25 /hour	$75 /hour
Monitoring by an IT technician (per event)		
Business hours	$15 /hour	$40 /hour
Non-business hours	$30 /hour	$50 /hour
Recording (per event)	$25	$30
All Events		
On-site Host		
Business hours	$0	$30/hour
Non-business hours	$30 /hour	$30 /hour
Deposit/Cancellation fee (per site)	$40	$40

Definitions:

- **Site fee**: Events involving ACES or AAES sites where connections are handled locally or by an external provider (i.e. ACES-Ag IT does not have to manage the connections)
- **Bridging**: Events in which site connections are managed by ACES-Ag IT. At least one site must be an ACES or AAES site.
- **Deposit/Cancellation**: Deposit is required when the reservation is made and applies to any charges incurred. The deposit is forfeited if the event is cancelled by the customer.
- Hourly Charges Per Event Charges