



Charges for Services

Type of Event	Technician Charge	Equipment Charge
(1) Official class sessions (with course numbers) that are scheduled through the Registrar's Office.	No	No
(2) Events without a course number scheduled in support of academic units, administrative units, Augusta Health, or registered organizations and conducted on the main campus between the hours of 8:00AM and 5:00PM, Monday-Friday, excluding official Augusta University holidays.	No	No
(3) Events without a course number scheduled in support of academic units, administrative units, Augusta Health, or registered student organizations and conducted on the main campus before 8:00AM or after 5:00PM, Monday-Friday or anytime on weekends or official Augusta University holidays.	Yes	No
(4) Events scheduled in support of external organizations, societies, associations and groups, regardless of the day, time or location.	Yes	Yes
(5) Events that generate revenue through registration.	Yes	Yes
(6) Events conducted by any authorized user in a location other than the main campus.	Yes	Yes

The current billing details can be found at <http://www.augusta.edu/its/policies/classroom.php> . Any dispute regarding the appropriateness of charges will be decided by the Manager of Instructional Systems.

Removal or Return of Equipment and Vacating Classroom Space

The removal of audiovisual equipment from classrooms, conference rooms or storage areas without the explicit written permission of ITSS Office of Classroom and Event Scheduling is strictly prohibited. Such actions will be considered vandalism or theft and reported to Augusta University's Public Safety Division accordingly.