All equipment is available for will-call only from the OIT-CTS office in A.I.R.Bldg 653, Suite 3070. Will-call hours are Monday through Friday from 8am to 4:30pm.

Rental equipment is charged at a daily rate, regardless of whether it’s for a course or an off-campus group. **For on-campus use by a course listed in the schedule of classes**, the following exceptions will be made:

- One (1) single wireless microphone system per instructor/course can be rented at no charge
- One (1) document camera per instructor/course can be rented at no charge
- One (1) VHS deck per instructor/course can be rented at no charge
- Quarterly rentals are available for most other items at a fee equal to 10 days rental

All equipment ordered within 3 working days is charged an additional day’s rental fee. Additional charges will be applied to equipment returned late, damaged, or lost. Cancellations within 24 hours are non-refundable.

### Projectors
- **Overhead Transparency Projector**: $7.00/day
- **Video/Data Projector (VGA cable included for laptop use)**: $52.50/day

### Screens
- **Up to 70” x 70” portable tripod style screen**: $5.25/day
- **8’ x 8’ portable tripod style screen**: $10.50/day

### Audio
- **Basic P.A.: 1 microphone, 1 mixer/amplifier (4 mic inputs), 2 speakers, 1/8” mini audio cable**: $21.00/day
- **Wired handheld or lavalier style. 25’ cable included.**: $5.25/day
- **Wireless Microphone System: 1 handheld or bodypack transmitter w/ receiver**
  (Bodypack comes standard with a lavalier mic that clips to a lapel. Instructors may specify a headset mic worn around the ear if desired.)
  **$10.50/day**
- **4 Handheld Wireless Microphone System: 4 handheld transmitters w/receiver**: $21.00/day
- **Conference Microphone**: $5.25/day
- **Digital Audio/Voice Recorder**: $7.50/day
- **Mic Mixer - Monaural**: $7.50/day
- **Amplifier – Monaural (Basic P.A. Amp)**: $10.50/day
- **Speakers (pair) - Support stands and cables included**: $10.50/day
- **Powered Speaker**: $10.00/day
- **CD/Cassette combo player**: $10.00/day

### Video
- **VHS/DVD Combo Player**: $10.50/day
- **Camcorder (Uses standard VHS video tapes)**: $26.25/day
- **Document Camera - Elmo P30 or equivalent**: $26.25/day
- **Document Camera - portable Elmo MO-1 or equivalent**: $17.00/day

### Miscellaneous
- **Folding Projector Stand**: $3.75/day
- **Plastic Cart**: $3.75/day
- **Additional A/C Cable (1 free with rental)**: $3.75/day
- **Additional Microphone stand – boom or table stand**: $3.75/day

Updated 9/2014