

**American Heritage Center**

AHC - Public Use Areas Rental		FY 2021 d
<p><b>Booking Fee (charged per room, per event, non-refundable)</b></p> <p><b>AHC penalty charges</b> - (Imposed if room is left in an order different from the order and cleanliness that existed upon arrival) – <b>applicable to all user classifications.</b></p> <p><b>Custodial Services</b> (charged when rooms will need to be ready for a next-day usage and an after-hours custodial staff is required for the cleanup, primarily necessary when food has been served or after a Friday event, when a Saturday event is scheduled the next day)</p> <p><b>Security</b> (Regardless of ostensible event times, security charges will be incurred if guests, sponsors, and or catering need to enter the building before 8:00 am or if guests, sponsors, and or catering have not completely exited the building by 5pm).</p> <p><b>UW Movers</b> (**charged for special event setups)</p>	<p>No Charge (for UW Campus Groups)</p> <p>250.00</p> <p>Cost + 25.00 Admin fee</p> <p>Cost + 25.00 Admin fee</p> <p>Cost + 25.00 Admin fee</p>	
<p><b>OTE: The AHC reserves the right to refuse room use to individual and or groups that do not abide by the public use rules.</b></p>		
<p><b>Rooms available for public use include:</b> UW departments, organizations, recognized student clubs, faculty or staff work-related activities and non-profit organizations and Wyoming state agencies sponsored by a recognized student organization or university department.</p> <p><b>Mary Storer Loggia (open reception area with a capacity of 199 standing.) Wyoming Stock Growers’ Room (one half of the room is set up in classroom arrangement with a capacity for 24. The other half is set up in audience rows with a capacity for 50. The room includes a podium with a microphone, projector screen, and wireless &amp; data hookups).</b></p> <p><b>**NOTE: AHC can provide a podium with microphone (if not already scheduled), but no other audio-visual equipment except as specified above. Additional AV needs must be arranged with UW Information Technology or outside vendors.**Note: Public use rooms are not available for wedding receptions, family gatherings, or private parties.</b></p>		
<p><b>Room Rental Fee – During regular business hour (as specified above) per room, per event</b></p> <p><b>Custodial Services, Security, and UW Movers (if applicable, please see above)</b></p>	<p>100.00/full day 70.00/half day or less</p> <p>Actual Cost + 25.00 Admin fee</p>	

<b>FY 2024</b>	
<b>AHC Duplicating Services</b> <b>** ½ payment is due in advance of work being started on all orders where the quantity ordered exceeds 100, or total fees exceed \$100.00.</b>	
<b>Rush Fees for all Duplicating Services</b>	
Rush Fee	Plus 50%
Minimum rush fee for all patrons	30.00
<b>Research Assistant</b>	
Research assistant, as available	10.00/hr
<b>Self Service/On-site</b>	
Self-service photocopies, per page	.20/each
Self-service scanning (on AHC equipment only), per page	No charge
Self-service digital camera (with patron provided camera)	No charge
<b>Copies &amp; Scans by AHC Staff</b>	
PDF Scans, per page	
8.5"x11" or 8.5"x14"11"x17"	1.00
More than 250 pages: see archivist for rates and availability*	1.25
<b>Special Format Scanning</b> (fragile items & bound volumes such as scrapbooks and diaries, etc) per page	*2.00
*More than 250 pages see archivist for rates and availability	
<b>Maps, scanning</b> , per square foot (color, resolution up to 300dpi, JPEG or TIFF file formats, up to 42" wide)	
More than 100 square feet: see archivist for rates and availability*	*3.00
<b>Photographic Prints</b>	
Up to 8"x10"	22.00
Up to 13"x19"	35.00
16"x20"	40.00
20"x24"	50.00
24"x30"	70.00
24"x36"	85.00
30"x40"	100.00
Over 30"x40"	\$.20 per square inch
<b>Digital Imaging Services</b>	
<b>Scanning</b> for documents up to 11"x17"	*15.00/scan
More than 15 scans, see archivist for rates and availability*	
<b>Oversize Camera Photography</b> For items larger than 11"x17" (such as maps, architectural drawings, paintings) or too fragile for scanning.	
<b>One hour minimum Includes setup and takedown.</b>	75.00/hour

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<b>Audio-Visual &amp; Digital Duplication</b>	
Billed by the hour. <b>One half hour minimum.</b>	30.00/hour 18.00/half hour
Born Digital File Duplication, billed by the hour	30.00/hour 18.00/half hour
Commercial Use Project Fee Please contact archivist for rates	100.00/minimum
<b>Shipping</b> Shipping charges are estimated from the applicable Postal Vendor's website.	
* See archivist for rates and availability. Large orders are considered on an individual, case by case basis, and additional fees may apply.	
<b>AHC Traveling Exhibit Program</b>	
Exhibit Maintenance Fee 20% discount to WY based institutions Each institution will pay for shipping to the next venue, even if it is only a return to AHC	150.00/exhibit + return shipping

<b>FY 2024</b>	
<b>Anaconda Geological Document Collection</b>	
<b>Gold Level</b>	
Annual Fee (archives access included)	8,000.00
Duplication Rates:	
Black/White Photocopies or Color Scans (up to 11x17"), per page	1.00
Black/White Photocopies, or scans, on-site, self-service, per page	0.50
	2.00
Scanning per hour (minimum 1 hour)	100.00

<b>Anaconda Geological Document Collection</b>	<b>FY 2024</b>
<p style="text-align: center;"><b>Silver Level</b></p> <p>Annual Fee (archives access included) 3,500.00</p> <p>Duplication Rates:</p> <ul style="list-style-type: none"> <li>Black/White Photocopies, on-site, self-service, per page 50% off</li> <li>Black/White Photocopies or Color Scans (up to 11x17"), per page</li> <li>First 100 pages 1.00</li> <li>Next 100 pages 3.00</li> <li>Over 200 pages (no limit) 6.00</li> </ul> <p>Oversize Scanning (color or black/white, up to 42" wide), per square foot</p> <ul style="list-style-type: none"> <li>First 100 sq. ft. 2.00</li> <li>Next 100 sq. ft. 6.00</li> <li>Over 200 sq. ft. 12.00</li> </ul>	
<p style="text-align: center;"><b>Bronze Level</b></p> <p>Annual Fee 1,750.00</p> <p>Duplication Rates:</p> <ul style="list-style-type: none"> <li>Black/White Photocopies, on-site, self-service, per page 50% off</li> <li>Black/White Photocopies or Color Scans (up to 11x17"), per page</li> <li>First 100 pages 2.00</li> <li>Next 100 pages (limit 200) 3.00</li> </ul> <p>Oversize Scanning (color or black/white, up to 42" wide), per square foot</p> <ul style="list-style-type: none"> <li>First 25 sq. ft. 2.00</li> <li>Next 25 sq. ft. 6.00</li> <li>Over 50 sq. ft. (no limit) 12.00</li> </ul>	
<p style="text-align: center;"><b>Academic and Historical NON-Commercial Membership</b></p> <p>Annual Fee (archives access included) 15.00</p> <p style="text-align: center;"><b>All products and services are offered at the standard AHC Duplication rate.</b></p>	
<p style="text-align: center;"><b>Federal Government Agency Membership annual fee</b></p> <p>Duplication Rates: 3,000.00</p> <ul style="list-style-type: none"> <li>Black/White Photocopies, on-site, self-service, per page 50% off</li> <li>Black/White Photocopies or Color Scans (up to 11x17"), per page 1.00</li> </ul> <p>Oversize Scanning (color or black/white, up to 42" wide), per square foot 2.00</p>	

<b>Anaconda Geological Document Collection</b>	<b>FY 2024</b>
<b>State, County, City Government Agency Level</b>	
Annual Fee (archives access included)	750.00
Duplication Rates:	
Black/White Photocopies, on-site, self-service, per page	50% off
Black/White Photocopies or Color Scans (up to 11x17"), per page	1.00
Oversize Scanning (color or black/white, up to 42" wide), per square foot	2.00

<b>Anaconda Geological Document Collection</b>	<b>FY 2024</b>
Other fees not otherwise specified (with the exception of the Academic/Historical/Non-commercial category) will be charged double the fee specified for non-Anaconda work.	
<b>Interest charges to accounts over 60 days in arrears will be at the market rate (to be determined by the University Controller).</b>	