



RATE SCALE & COST (EQUIPMENT / KEY LOANS)

UGA - Academic	UGA - Other	Non - UGA
No charge when using for a current UGA academic course. If equipment will be used by students, instructor must reserve equipment on their behalf.	Prices below apply when equipment is used for purposes other than academic courses.	N/A

Equipment items or keys lost, stolen, or damaged will be the responsibility of the reservation holder

i. Academic Use (course number required)

- A. Equipment is provided free of charge on a first-come, first-served basis to faculty or instructors of record.
- B. Free delivery or returns can be arranged by the Center for Teaching and Learning to main department office locations. A two-working-day notice is required for this service. Walk-ins welcomed.
- C. Faculty or instructor of record will need to contact the Center for Teaching and Learning, (706) 542-1582 or ctlmedia@uga.edu, to place a reservation.

ii. Student Projects (course number required)

- A. Equipment is provided free of charge on a first-come, first-served basis to students for class projects only with the authorization of course faculty or instructor of record. No deliveries. Walk-ins welcomed.

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- B. Faculty or instructor of record will need to contact the Center for Teaching and Learning to reserve equipment on behalf of the student. (706) 542-1582 or ctlmedia@uga.edu

iii. Department Use

- A. Equipment is available at a reduced cost on a first-come, first-served basis.
- B. Maximum equipment checkout is 3 days unless prior arrangements have been made.
- C. Free delivery and pick-up can be arranged to main departmental office locations. A two-working-day notice is required for this service. Walk-ins welcomed.
- D. Please contact the Center for Teaching and Learning for equipment availability (706) 542-1582 or ctlmedia@uga.edu
- E. Department will be held responsible for any items lost, stolen or damaged.

iv. Student Organizations

- A. Equipment is available for rental to UGA registered student organizations. Please be sure to note equipment is needed when placing your request through Campus Reservations.
- B. Faculty or staff advisors overseeing the student organization must reserve the equipment.
- C. If student group does not have an advisor, contact the Center for Teaching and Learning for further instructions.
- D. Students of organization or advisor may pick up and return reserved items.
- E. No delivery service offered.
- F. Payment will be invoiced upon return of equipment.
- G. Daily late fees apply.
- H. Please call the Center for Teaching and Learning, (706) 542-1582 or ctlmedia@uga.edu, for equipment availability and questions.

v. Off Campus Use

- A. Equipment taken off campus may be subject to a rental charge.
- B. Reservation holder will take full responsibility for any items lost, stolen or damaged.
- C. Appropriate forms, if necessary, will need to be filled out as required by UGA policy.
- D. No delivery to off campus locations.
- E. Please contact the Center for Teaching and Learning, (706) 542-1582 or ctlmedia@uga.edu , for equipment availability or questions

EQUIPMENT LOAN LIST

AUDIO NEEDS

Audio Interface (XLR/AUX)	\$10
Cassette Player	\$5
CD/Cassette Player	\$5
Microphone Kit (wireless – Lavalier/Handheld)	\$20
Microphone Kit (wireless – tour guide/catchbox/Smartphone)	\$20
Microphone Kit (USB Lavalier/desktop)	\$15
Mixer Kit – Audio (wired/wireless – mics chosen at order placement)	\$15
Microphones (additional – wired)	\$10
Microphones (additional – wireless)	\$15
Microphone Stands (floor/desk)	\$5
PA System (wired/wireless/bluetooth – speaker stand – mic stand)	\$30
PA Companion Speaker w/stand	\$15
PA System Mini (wireless w/one wireless lav)	\$10
PA System Mini Multi (wireless lav & wired handheld)	\$15
PA System (megaphone)	\$15
Record Player	\$10
Voice Recorder (Olympus)	\$5
Voice Recorder Kit (Zoom)	\$25

VIDEO NEEDS

Camcorder – standard digital – DSLR – 360 – miniDV w/tripod	\$25
Camera – Still w/tripod	\$5
Camera – DSLR & 360 w/tripod	\$25
Conference Kit (OWL)	\$25
Converter (HDMI to USB)	\$10
Document Camera	\$15
DVD Player – standard & blu-ray multi-region	\$10
DVD/VHS Player	\$10
LCD Projector	\$35
Light Kit	\$25
Overhead Projector	\$5
Slide Projector w/remote	\$5
Teleprompter	\$30
Tripod	\$5
VHS Player/Recorder	\$5
Splitter HDMI Kit (1 input / 4 outputs)	\$10
Splitter VGA Kit (1 input / 3 outputs)	\$10
Webcam Kit (Owl)	\$25
Webcam Kit (Logitech camera and wireless USB lav mic)	\$10
Webcam Kit (AI tracking camera and desk tripod)	\$25

OTHER

Computer – Slide Advancer	\$5
Easel	\$5
Extension Cord (single & triple outlets)	\$5
Huddle Board kit (Instructor use Only)	N/A

Laser Pointer	\$5
Projection Table (portable)	\$5
Sandbags	\$5
Screen - portable tripod (50", 60", 70", 80", 96")	\$15
Screen - portable frame assemble (7'x10' & 9'x12')	\$20

KEY LOAN LIST

Keys to a select group of classroom equipment cabinets can be checked out through CTL. To reserve keys to rooms that the Center for Teaching and Learning supports please contact:

706.542.3456 to reserve an equipment cabinet key in the **Miller Learning Center**

706.542.1582 to reserve an equipment cabinet key to **all other general classrooms**.

Please see "[General Guidelines](#)" for more information.