

MSA Staff Service Fees

Type of Service	Costs
Security and Parking <i>*events with more than 50 people in attendance will require security</i>	Determined by actual costs to MSA
Technology support (general)	Determined by actual costs to MSA
Teleconference Technology support	Determined by actual costs to MSA
Interpreting	Determined by actual costs to MSA
Housekeeping (if space needs cleaning after event)	\$50
Kitchen Staff (if using kitchen)	Determined by actual costs to MSA
Set-up or dismantling equipment (for large events)	\$50
Set-up of chairs and tables (for small events hosting less than 50 people)	\$25

Actual costs to MSA are determined by employees' hourly wages, ECA rates, and/or overtime costs (if applicable).