

Facilities Management

Move and Setup Policy, Procedures and Charges

11.02.16

Introduction

Facilities Management charges those who are requesting Facilities Management Services for events held on campus for profit or that are being charged to clients, "special event". Facilities Management will use standard fees based on the complexity and scope of the services. Any campus event that is being hosted for profit will be charged as detailed below.

Reason for Charges

Facilities Management employees are being diverted from their regular working hours for event setup, they are required to catchup on their regular duties later. The makeup work generally occurs after normal working hours and overtime must be paid to the staff. Therefore, overtime fees will be charged to pay for the event to cover these costs.

I. Event

Minor events (requests that require no special equipment and no more than 2 persons for a total of 2 hours working during regular business hours; 7:30 am-4:30 pm), will be supported by Facilities Management without charge based on facilities' priorities and worker availability. All events over two hours will be charged. Below are the listed charges and requirements that apply for all other Special Events. These Special Events will be priced as afterhours or overtime events and will be assessed fees accordingly.

Move setup and Special Event requests cannot be accepted during the week of commencement and the following Monday. Please contact Facilities Management if you have any questions.

II. Gym Setups

- All setups need to be scheduled at least 10 business days in advance. Please schedule as early as possible. Example- Annual events, etc.
- Cancellation notices must be provided 3 business days prior to the event date to avoid any charges for the event.
- Rental pricing requires a 3-hour minimum, booking of equipment and services.
- Departments or organizations that need setups other than commencement in the gym require approval by both the Director of Athletics' and the AVP of Facilities Management. The department or organization is responsible for paying employees for setup and take down for the event, including any overtime required.
- No event can take place that may damage the gym floor, stage, tarp, chairs or tables. Department or organizations are financially responsible for replacing/repairing any items that may be damaged or lost.
- Any outdoor event that requires driving stakes in the ground will need to have utilities located a minimum of 10 days before the event and approved by Facilities Management.
- Supply costs will be added for larger events. (Janitorial supplies, maintenance fuel charges etc.)

Facilities Management
Move and Setup Policy, Procedures and Charges

11.02.16

- Scoreboard removal is handled by Athletics' personnel.

III. Charges

The charges below are based on the time and cost for a special event and can be scaled depending on type of setup:

Building Operations- 3 persons (\$25/hour each)

Rental Item	Rental Price
Set up stage:	
Full-Size Stage (12x20 plus 7x16 platform) – 3 persons at 15 hours	\$1,125.00
Half-Size Stage (12x20) – 3 persons at 5 hours	\$375.00
Ramp Installation (4 x 16) - 3 persons at 2 hours	\$150.00
Install backdrop and carpet on stage – 5 persons at 3 hours	\$375.00
Stage accessories (skirt, steps, ramp, touch-up paint, setup and take down)- 2 person at 4 hours	\$200.00
Please contact for ADA or special request (price may vary)	TBD

Special Events during inclement weather (snow storm, tornado etc.), require a mechanic to be present to work during power failure, equipment failure and avoid any disturbance during event.

All audio visual requests for the event are handled by Media Services, and additional charges apply.

Building Services- 2 persons (\$20/hour each)

Rental Item	Rental Price
Clean gym before and after event – 2 persons at 4 hours <i>(Cleaning services include set-up rugs, hand sanitizers, trash cans, stock and clean restrooms, sweep and mop floor, etc.)</i>	\$160.00
Clean tarp before and after – 2 persons at 4 hours <i>(Cleaning services includes sweeping, spot scrubbing and mopping. Event requestor will be financially responsible for replacement or repair due to any damage or stains.)</i>	\$160.00
Any event that takes place with more than 100 people will require a male and female custodian to be available during the event and 1 hour after the event, depending on the size of the event. Price depends on the event size and timeline. Hourly rate is \$20/hour per custodian.	TBD

Setups and Moves- 2 persons (\$20/hour each)

**Facilities Management
Move and Setup Policy, Procedures and Charges**

11.02.16

Rental Item	Rental Price
Prep area for setup (i.e., clearing furniture from lobby, etc.) <i>2 persons at 2 hours</i>	\$80.00
Chair Rental/Setup, take down and logistics (<i>minimum of 25</i>) <i>*Replacement value of chair if damaged = \$30.00.</i>	\$35.00 (per 25 chairs)
Table Rental/Setup, take down and logistics (<i>minimum of 10</i>) <i>*Replacement value of table if damaged = \$80.00.</i>	\$35.00 (per 10 tables)
Set up and take down of tarp: SAC Tarp – <i>6 persons at 8 hours</i> <i>*Tarp pricing includes setup, take down, taping, etc. Price covers labor for transportation of tarp from SAC as well.</i>	\$960.00*
Set up miscellaneous items like stanchions, coat racks, flags, trash cans, podium, etc.	Varies (minimum charge of \$25.00 for 1 hour and transport)

Landscape Operations- 1 person (\$20/hour)

Special Landscaping Requests	Price
Any special landscaping requests for the event.	Personnel/Equipment and material cost

Supplies and Miscellaneous Charges

<u>Large Can liners-</u>	\$3.00 per 100 people
<u>Toilet paper-</u>	\$ 14.00 per 100 people
<u>Multi fold paper towels-</u>	\$ 4.00 Per 100 People
<u>Single fold paper towels-</u>	\$4.00 per 100 people
<u>Soap cartridges-</u>	\$ 37.56 per 100 people

Note: These charges will be prorated based on the number of people actually attending. These charges are based on the cost of supplies.