



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Facilities Management
Issue/Revision Date: 12/01/2017

Event Management

Policy:

Facilities Management (FM) strives to make sure all campus events are successful and that technical requirements are covered. However, there are a number of high priority events that are planned in advance which require large amounts of FM resources. Examples include Commencement, new student orientation, football games, Coronation, board meetings etc. FM resources are extremely limited during these times.

Additionally, FM sets aside a limited number of staff hours each Tuesday to support the residence halls. Therefore, resources will be limited on Tuesdays from 1 p.m. until 4 p.m.

EVENT REQUESTS

Here are the instructions for making an event request. Please note that all events must be requested via work order system.

1.

- Requestors should submit event support requests at least 15 working days (earlier if possible) in advance to ensure assets can be mobilized and authorization can be granted to meet the required delivery date.
- Requests submitted less than 15 working days in advance will be honored to the extent authorization can be granted and assets are available or can be contracted to support the request.
- Event support, if possible, should be requested through the point of contact.
- Allocation of resources is on a first come, first served basis.
- Services required for events such as electrical work, carpentry, custodial work, landscape work, plumbing or general labor should be requested from FM at the time of the initial request.
- When FM services are requested in support of a University activity and assets are not available, FM will notify the requester of rental/contract cost estimates and/or alternated dates when assets are available.

2.

- All rentals shall be coordinated through FM.

3.

- Necessary funding shall be transferred from the requesting department's account to a designated FM account.

4.

- FM will initiate all Purchase Orders necessary for successful execution after funds have been transferred.

Here are the rates for labor (one-hour minimum charge):

Trade	Rate	Overtime Rate
Custodian	\$10.00/hour	\$15.00/hour
Electrician	\$20.00/hour	\$30.00/hour
HVAC Technician	\$20.00/hour	\$30.00/hour
Plumber	\$15.00/hour	\$22.50/hour
Carpenter	\$15.00/hour	\$22.50/hour
Laborer	\$10.00/hour	\$15.00/hour

Rates for labor are subject to change.