

APPENDIX 2**POL 07.25.01 – Facilities Use Policy for External Groups****Facilities Use Event Setup Fees**

Assessed For Facilities Operations, University Center & Programs, and Campus Police

| | <u>*Regular Work Hours</u> | <u>Non-Regular Work Hours</u> |
|---|--|------------------------------------|
| Departmental Labor Rate | \$25.00 per hour | \$37.50 per hour |
| Police Departmental Labor Rate | Rate varies according to the number of officers required for event coverage. | |
| Housekeeping Labor Rate | \$11.00 per hour (\$50 minimum) | \$16.50 per hour (\$50 minimum) |
| UCP Technical/Building Support | \$15.00 per hour | \$22.50 per hour |
| Additional Services (miscellaneous fee pending approval) | \$25.00 per hour (\$50 minimum) | \$37.50 per hour (\$50 minimum) |
| Chairs (Assessed for water feature location only) | \$1.00 ea. | \$1.50 |
| Tables (Assessed for water feature location only) | \$1.50 ea. | \$2.25 |
| Podium | \$20.00 | \$30.00 |
| Staging 4/8 sections/steps included | \$20.00 ea. | \$50.00 |
| Sound system | \$20.00 | \$75.00 |
| Tent with Trash/Recycling Receptacles (Assessed for all locations) | \$100.00 | \$150.00 |
| Tarp / Main Gym | \$70.00 | \$105.00 |
| Conference Phone Replacement Cost | \$1,045.00 | |
| Conference Phone Late Fee | \$20.00 per day | |
| Pipe and Drape | \$15.00 per day | |
| *Monday – Friday 8am-5pm | | |