

Facilities Event Fees

Category	Event Type	Description	New	New Late Charge(Effective 7/1/25)
Original Order	Set-up/support for meetings, luncheons, filming, weddings, conference groups, all campus events	Set-up/support for meetings, luncheons, filming, weddings, conference groups, all campus events	The event must be approved by the department Director/CEAC and have a confirmed location on the Master Calendar no later than 10 business days before the event date (excluding weekends).	No Charge
Original Order	Set-up/support for meetings, luncheons, filming, weddings, conference groups, all campus events	Tables, chairs, podiums, AC, cleaning, Grounds	The event must be approved by the department Director/CEAC and have a confirmed location on the Master Calendar no later than 9-2 business days before the event date (excluding weekends).	\$ 150.00
Original Order	Set-up/support for meetings, luncheons, filming, weddings, conference groups, all campus events	Tables, chairs, podiums, AC, cleaning, Grounds	The event must be approved by the department Director/CEAC and have a confirmed location on the Master Calendar no later than 1 business day before the event date (excluding weekends).	\$ 300.00
Custodial Support Fee	Support weekend or after hour events including type 3 events.	4 hour Cleaning Staff Support	Custodial Support Fee: \$350 – Includes 2 staff members for 4 hours of cleaning support (one area or one building only). For events involving multiple areas, buildings, or campus-wide coverage, additional custodial staff will be required and may incur additional fees.	\$ 350.00
Grounds Support Fee	Support weekend or after hour events including athletic events and trash support	4 hour Grounds Staff Support	Grounds – After-hours Trash Pickup: \$350 – Includes 1 staff member for 4 hours. Campus-wide events or those involving multiple locations will require additional staff and may incur additional fees.	\$ 350.00
Stockroom Support Fee	Support weekend or after hour events (2 staff members)	4 hour Stockroom Staff Support	Weekend or After-Hours Event Support: Includes 2 staff members with a 4-hour minimum.	\$ 350.00
Set-up fee Lower Herrick	After Hours support for event set-ups of table and chairs of existing furniture in closet. Normal Business Hours are 8:00 am to 4:00 pm. **Default set-up is a clear room with only permanent lounge furniture and conference table.	Stockroom support	Furniture Setup Fee: \$350 – Includes moving, rearranging, and setting up existing furniture. If setup is not requested, items will be dropped off only. Stock Equipment Setup Fee: \$350 – Applies to the setup of standard campus equipment (e.g., tables, chairs, podiums).	\$ 350.00
HCC (Patio behind Johnson Hall)	This is an area with default set up patio furniture; only to be moved for a fee of \$350.00 and a space reserved for storage	Stockroom support	Furniture Setup Fee: \$250 – Includes moving, rearranging, and setting up existing furniture. If setup is not requested, items will be dropped off only. Stock Equipment Setup Fee: \$250 – Applies to the setup of standard campus equipment (e.g., tables, chairs, podiums).	\$ 250.00
Collins Furniture	This is an area with default set up patio furniture; only to be moved for a fee of \$350.00 and reset.	Stockroom support	Patio Furniture Reset Fee: \$350 – This area includes a default patio furniture setup. Any request to move and reset the furniture will incur this fee.	\$ 350.00
Global Forum	Default Furniture. \$250	Stockroom support	Furniture Setup Fee: \$250 – Includes moving, rearranging, and setting up existing furniture. If setup is not requested, items will be dropped off only. Stock Equipment Setup Fee: \$250 – Applies to the setup of standard campus equipment (e.g., tables, chairs, podiums).	\$ 250.00

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Library 3rd Floor	Max 150 Chairs to be set up. There will Set up fee	Stockroom support	Furniture Setup Fee: \$250 – Includes moving, rearranging, and setting up existing furniture. If setup is not requested, items will be dropped off only. Stock Equipment Setup Fee: \$250 – Applies to the setup of standard campus equipment (e.g., tables, chairs, podiums).	\$ 250.00
Sycamore Glenn	move furniture, rearrange existing furniture and set up existing furniture will cost \$250, if not it will be a drop off. Set up stock equipment will also be a \$250	Stockroom support	Furniture Setup Fee: \$250 – Includes moving, rearranging, and setting up existing furniture. If setup is not requested, items will be dropped off only. Stock Equipment Setup Fee: \$250 – Applies to the setup of standard campus equipment (e.g., tables, chairs, podiums).	\$ 250.00
Choi Skyboxes	move furniture, rearrange existing furniture and set up existing furniture will cost \$250, if not it will be a drop off. Set up stock equipment will also be a \$250	Stockroom support	Furniture Setup Fee: \$250 – Includes moving, rearranging, and setting up existing furniture. If setup is not requested, items will be dropped off only. Stock Equipment Setup Fee: \$250 – Applies to the setup of standard campus equipment (e.g., tables, chairs, podiums).	\$ 250.00
Cushman Boardroom	move furniture, rearrange existing furniture and set up existing furniture will cost \$250, if not it will be a drop off. Set up stock equipment will also be a \$250	Stockroom support	Furniture Setup Fee: \$250 – Includes moving, rearranging, and setting up existing furniture. If setup is not requested, items will be dropped off only. Stock Equipment Setup Fee: \$250 – Applies to the setup of standard campus equipment (e.g., tables, chairs, podiums).	\$ 250.00
Alumni Center	move furniture, rearrange existing furniture and set up existing furniture will cost \$250, if not it will be a drop off. Set up stock equipment will also be a \$250	Stockroom support	Furniture Setup Fee: \$250 – Includes moving, rearranging, and setting up existing furniture. If setup is not requested, items will be dropped off only. Stock Equipment Setup Fee: \$250 – Applies to the setup of standard campus equipment (e.g., tables, chairs, podiums).	\$ 250.00
Dumke Commons Faculty Lounge	move furniture, rearrange existing furniture and set up existing furniture will cost \$250, if not it will be a drop off. Set up stock equipment will also be a \$250	Stockroom support	Furniture Setup Fee: \$250 – Includes moving, rearranging, and setting up existing furniture. If setup is not requested, items will be dropped off only. Stock Equipment Setup Fee: \$250 – Applies to the setup of standard campus equipment (e.g., tables, chairs, podiums).	\$ 250.00
Cannon Plaza	move furniture, rearrange existing furniture and set up existing furniture will cost \$250, if not it will be a drop off. Set up stock equipment will also be a \$250	Stockroom support	Furniture Setup Fee: \$250 – Includes moving, rearranging, and setting up existing furniture. If setup is not requested, items will be dropped off only. Stock Equipment Setup Fee: \$250 – Applies to the setup of standard campus equipment (e.g., tables, chairs, podiums).	\$ 250.00
Rose Hills	move furniture, rearrange existing furniture and set up existing furniture will cost \$250, if not it will be a drop off. Set up stock equipment will also be a \$250	Stockroom support	Furniture Setup Fee: \$250 – Includes moving, rearranging, and setting up existing furniture. If setup is not requested, items will be dropped off only. Stock Equipment Setup Fee: \$250 – Applies to the setup of standard campus equipment (e.g., tables, chairs, podiums).	\$ 250.00

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Revisions	All event revisions must be received at least 48 hours prior to the event date. Please be mindful that multiple and last minute revisions may be subject to Late Fee charges	Custodial, Grounds and Stockroom	Same-Day Revisions & Event Changes Policy: Revisions made within 72 hours (3 business days) of the event are considered same-day revisions and may not be guaranteed. For rain plans, a backup location must be provided at the time of event submission. Please review the master calendar to ensure backup spaces are available. A maximum of 3 event changes is allowed per event, with a completed and submitted diagram 72 hrs. before day of event.	\$ 100.00
Revisions Day of Event			No Event Changes Day of Event (Unless its an Emergency, or Event Area Damage)	
Same Day Cancelations		Custodial, Grounds and Stockroom	Late Cancellation Fee (Custodial & Grounds): Cancellations made 1 business day or less before the event will incur a late cancellation fee of \$100.	\$ 100.00
Catering (Tables for Food)		Stockroom support	Catering Table Requests: Catering table requests must be submitted at the time of the event form submission (Kuali). Failure to submit table requests will result in an additional fee. During peak season, last-minute table requests are not guaranteed due to inventory.	\$ 100.00
Diff. Events		Stockroom support	Multiple Events in One Area: When multiple events are scheduled in the same area, only one setup will be provided, based on the event submitted first.	