

FACILITIES EVENT SUPPORT TIMELINES & LATE FEES

Use this chart for timely planning of Facilities supported events. Adequate notice is crucial for a successful event allowing Facilities to properly plan, schedule and deploy staff. Late orders are costly to the College, resulting in unplanned overtime and wasted resources. Late orders can also disrupt other events that were planned in advance. Please follow the guidelines below to help Facilities give you the best possible service and to avoid late charges.

Should Facilities receive a late submission, less than 10 business days prior to the event date or late revision, with less than 48 hours notice, Facilities may not be able to support an event.

Category	Event Type	Description	Timeline	Late Charge
Original Order	Set-up/support for meetings, luncheons, filming, weddings, conference groups, all campus events	Tables, chairs, podiums, AC, cleaning, Grounds	10 business days or more before event	No charge
Original Order	Set-up/support for meetings, luncheons, filming, weddings, conference groups, all campus events	Tables, chairs, podiums, AC, cleaning, Grounds	Between 9 and 2 business days before event	\$100
Original Order	Set-up/support for meetings, luncheons, filming, weddings, conference groups, all campus events	Tables, chairs, podiums, AC, cleaning, Grounds	1 business day or less before event	\$150
Custodial Support Fee	Support weekend or after hour events including type 3 events.	4 hour Cleaning Staff Support		\$250
Grounds Support Fee	Support weekend or after hour events including athletic events and trash support.	4 hour Grounds Staff Support		\$250
Stockroom Support Fee	Support weekend or after hour events	4 hour Stockroom Staff Support		\$250
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		\$250
Set-up fee Cushman Board Room	Any change to default setup (Conference Tables and Chairs) will be charged . ****This charge will take place for events taking place during normal business and after hour/weekend.	Stockroom support		\$250
HCC Patio	This is an area with default set up patio furniture; only to be moved for a fee of \$250.00 and a space reserved for storage.	Stockroom support		\$250
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	\$50
Same Day Cancellations		Custodial, Grounds and Stockroom	1 business day or less before event	\$50