## Event Submission

All event requests must be submitted to the Facilities Service Center (FSC) through the Event Planning Request Form. Requests submitted any other way will be returned to the requestor and will not be processed until received through the correct form. Requests must be submitted via the Event Planning Request form by 4 p.m. 10 business days before the event, otherwise a fee of $100 will be charged to your account. For example, if the event is on the 15th, your request form must be submitted by 4 p.m. on the 1st of that month.

For a step-by-step form submission guide with additional tips, please see our Event Planning Wiki.

## Event Request Processing

The Facilities Service Center (FSC) may reach out to the requestor for clarification or for more information. The request will not be scheduled until the FSC receives all necessary information. The FSC will reach out to the requestor with questions, and if the requestor does not respond within 72 hours of the first contact, the request may be cancelled. For crew-specific information, see the relevant section below. Once the request has been vetted and verified, it is turned over to the applicable work units for scheduling.

When all work units have accepted and scheduled the event, the FSC will send the requestor, the authorized signer and any other contacts provided a confirmation email. A copy of the work order will be attached to the confirmation email. The client should review the confirmation thoroughly. This is essential to ensure that the work order is correct. The client should email the FSC immediately if any discrepancies are found or call with any questions.

## Use of Event & Moving Services (EMS) Inventory

**Normal hours rate:** $60.94/hour per person

The only cost for using Event & Moving Services (EMS) inventory is for the labor of the delivery/set-up and breakdown/pick-up. There are no item rental fees. EMS labor time runs continuously from the time EMS begins loading the truck(s) to head to the jobsite until EMS returns to the warehouse and finishes unloading. If any items are
**Event Services Terms & Conditions**

<table>
<thead>
<tr>
<th>Overtime hours rate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$91.41/hour, 2-hour minimum, 2-person minimum</td>
</tr>
</tbody>
</table>

For all normal and overtime hours, see page 10

- Indoor use only:
  - Easels
  - Poster stands
  - All chairs
  - Plants (silk)
  - Privacy screens
  - Podiums
  - Wheelchair lift

- Indoor or Outdoor use:
  - Plastic chairs
  - Tables
  - A-frames
  - Risers/staging
  - Stanchions
  - Trash containers
  - Recycling containers

Lost or damaged, the client will be liable to pay for replacement, as well as for the labor of removing any staples, tape, etc. Replacement charges will be estimated based on current market costs.

For the safety of clients and safeguarding of inventory, EMS does not provide delivery-only services. All EMS inventory must be delivered/set up and broken down/picked up by EMS.

Inventory items are available in limited quantities and offered on a first-come, first-served basis. All inventory must be delivered (clients cannot pick up from the warehouse). Set-up, breakdown and a diagram are mandatory. If the request exceeds the inventory available, EMS can rent inventory at a discounted rate and bill the supplemental inventory costs. Not all inventory can be used outdoors, which is at the discretion of EMS. Inventory cannot stay outdoors in the rain or overnight. The client will be charged for the labor of drying any wet inventory. Event-related inventory cannot be kept for longer than one week. If there is a series of events (e.g., one event per week for six weeks), each session must be treated as its own event. EMS cannot commit any quantity of inventory for more than one week.

Every delivery/set-up and breakdown/pick-up requires at least a two-hour window of time for scheduling purposes. As stated above, EMS will only charge for time spent fulfilling your event. Please provide a two-hour time window with a preferred arrival time when submitting any event request.

Also, for the protection of EMS inventory and campus landscaping, if clients request EMS to set up inventory on damp or wet landscaping, the client will be responsible for the additional EMS labor charges to put a protective cover in place over the landscaping.
# Event Services Terms & Conditions

## Use of Custodial Services

**Inventory**

**Normal hours rate:** $28.64/hour per person  
**Overtime hours rate:** $42.96/hour, 2-hour minimum

For all normal and overtime hours, see page 10

- Table cloths  
- Table skirts  
- UT seal  
- Maces  
- Flags

This inventory includes all table cloths, table skirts, the UT seal, maces and flags. Table cloths and table skirts are available in black or white.

The only cost for using inventory is for the labor of delivery/set-up, breakdown/pick-up and laundering. There are no item rental fees. If any linens are lost or damaged, the client will be liable to pay for their replacement. Replacement charges are based on current market costs.

Inventory items are available in limited quantities and offered on a first-come, first-served basis. All inventory must be delivered (clients cannot pick up from the warehouse).

If the UT seal is requested, the client must be on site during delivery to personally receive and sign for it.

## Moving Existing Furniture

Fulfilled by Event & Moving Services (EMS)

**Normal hours rate:** $60.94/hour per person  
**Overtime hours rate:** $91.41/hour, 2-person, 2-hour minimum

For all normal and overtime hours, see page 10

The client must provide an accurate itemized list of existing furniture to be moved. The client must also provide the existing furniture’s current location and where it will be moved to. If this service is not requested in advance, the crew will be unable to accommodate the request on site. Photos of furniture may be required. When requested in advance, Event & Moving Services will carefully move furniture as requested, but will not be responsible for damage to these items.

## Event Cleaning

Fulfilled by Custodial Services

**Normal hours rate:** $28.64/hour  
**Overtime hours rate:** $42.96/hour, 2-hour minimum

For all normal and overtime hours, see page 10

Cleaning can be provided before, during and/or after the event. Post-event cleaning is mandatory in some venues, for any event with over 50 guests or when food is served.

Overtime authorization is required when the expected attendance of an event is 50 or more people. Overtime charges are applied only if Custodial Services must add additional staff to service the event.
## Event Services Terms & Conditions

**Standard cleaning includes:**
- Spot cleaning spills and drips
- Wiping down surfaces
- Removing all trash
- Mopping / vacuuming floors
- Cleaning and restocking nearby restrooms

All venues, nearby restrooms and nearby common areas (e.g., hallways, lobbies, atriums) must be left in the same condition as they are found. Routine daily cleaning does not cover the added wear and tear from events. If Custodial Services is called to clean the area after the event, the client will be billed for these services.

### Locking and Unlocking

**Fulfilled by Custodial Services**

**Normal hours rate:** $28.64/hour per person  
**Overtime hours rate:** $42.96/hour, 2-hour minimum

Custodial Services is able to unlock and lock rooms as needed, but is unable to schedule any [BACS (Badge Access Control System)](https://example.com) doors. The majority of the buildings on campus have exterior doors equipped with BACS. Unlocking of BACS doors must be requested through the building manager or BACS administrator. A list of building managers, sorted by building, can be found [here](https://example.com).

Room reservations must be requested in addition to unlocking and locking services. Please schedule room reservations through the [Office of the Registrar](https://example.com) or through the department that manages the venue.

### Electrical Support

**Fulfilled by the PMCS Electrical Shop**

**Normal hours rate:** $32.70/hour per person  
**Overtime hours rate:** $49.05/hour, per person

Additional electrical power, such as power drops and extension cords, can be provided. A diagram is required for any electrical support. The delivering crew needs to know before arrival where power is needed at the venue so they can bring the appropriate equipment. The crew will likely reach out to the requestor directly for more information and is responsible for coordinating as needed.

The only cost for using inventory is for the labor of delivery/set-up and breakdown/pick-up. There are no item rental fees.
# Event Services Terms & Conditions

| Landscape Services | If a tent will be used, the Facilities Service Center must be notified. Staking of tents is not permitted as these below-grade anchors can damage the irrigation system and other shallow utilities. When notified in advance, Landscape Services will turn off the irrigation so the tent and event area stay dry. If non-potable water is needed, they are able to provide a water hookup and hose. Potable water is not available.

Events may not be held in areas that are taped off, cordoned off or fenced off. Clients must adhere to landscape signage.

Landscape Services can also provide litter service (picking up trash off the ground) for outdoor events. Additional landscape maintenance, such as trimming bushes and trees or edging the lawn, can be done before an event.

The venue must be returned to its original condition. The client will be billed for any damage to the grounds or landscape.

- Irrigation
- Outdoor trash removal
- Non-potable water hookup
- Landscape maintenance
- Litter service |

| Other Event Services | A-frames are available for outdoor use. They cannot be left out overnight or in the rain. They must be delivered by Event & Moving Services (EMS). They cannot be picked up from the warehouse.

Barricades are available for crowd control and are delivered by Project Management and Constructions Services’ General Construction. They must be delivered. They cannot be picked up from the warehouse. |

<p>| | Normal hours rate: $42.48/hour per person |
| | Overtime hours rate: $63.72/hour, 3-hour minimum |
| | Normal hours rate: $60.94/hour per person |
| | Overtime hours rate: $91.41/hour, 2-person, 2-hour minimum |
| | Normal hours rate: $32.70/hour per person |
| | Overtime hours rate: $49.05/hour, 2+ people |</p>
<table>
<thead>
<tr>
<th>Normal hours rate: Requires both Fire Safety Systems at $57.08/hour and Fire Prevention Services at $75/hour, 2-hour minimum</th>
<th>Fire Panel Watch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overtime hours rate: Requires both Fire Safety Systems at $85.62/hour and Fire Prevention Services at $75/hour, 2-hour minimum</td>
<td>Some very large events require a fire panel watch. The Facilities Service Center needs to know when the fire panel is turned off and when it will be turned back on.</td>
</tr>
<tr>
<td>Normal hours rate: Requires both Event &amp; Moving Services at $60.94/hour per person, and Custodial Services at $28.64/hour per person</td>
<td>Fire panel watches require someone from Fire Safety Systems and someone from Fire Prevention Services to remain on site the entire time the fire panel is disabled.</td>
</tr>
<tr>
<td>Overtime hours rate: Requires both Event &amp; Moving Services at $91.41/hour, 2-person, 2-hour minimum, and $42.96/hour, 2-hour minimum</td>
<td>Zip-Tying Chairs</td>
</tr>
<tr>
<td><strong>Diagrams</strong></td>
<td>Some chair configurations require chairs to be zip-tied together per the Fire Code. The chairs are delivered by EMS and are zip-tied together by Custodial Services.</td>
</tr>
<tr>
<td>A diagram is required any time inventory is set up. A diagram is also required any time electrical support is requested.</td>
<td><strong>Rain Plan</strong></td>
</tr>
</tbody>
</table>
| Blank floorplans are available from multiple online resources:  
  - All outdoor diagrams can be found here.  
  - Blank floorplans are available here (EID login required).  
  - Floorplans for the McCombs School of Business venues can be found here.  
  - A basic furniture layout can be created here.  
  - If a blank floorplan for the event space cannot be located, a hand-drawn diagram is also accepted. | If the event is outdoors, a rain plan must be provided upon submission. This can be an alternate location, alternate inventory or cancellation. A diagram for the rain plan is |
required. If the rain plan is to cancel the request, and the rain plan is enacted on the correct timeline, the event will not incur the cancellation fee.

To enact a rain plan, the client must send an email to the Facilities Service Center at fs-events@austin.utexas.edu no later than 24 hours before delivery. If delivery is scheduled for Saturday, Sunday or Monday, the rain plan email must be received by 12 p.m. the Friday before inventory delivery.

Events sponsored by University Events are not subject to rain plan fees.

### Estimates

Estimates require 10 business days to be completed, from the time the request is fully processed. Work units cannot create their estimate until all information and diagrams have been provided. Estimates are not guaranteed. They can vary due to circumstances during delivery and set-up. If an amended estimate is requested, it will take an additional 10 business days.

### Amendments

Amendments are changes to a confirmed work order. All amendments must be communicated to the Facilities Service Center via email at fs-events@austin.utexas.edu. Amendments requested any other way, including over the phone or told to the delivering crew, will not be processed without the request also sent via email. All amendments are subject to inventory and scheduling availability.

If an amendment is requested more than five business days before the event, it is free of charge. If an amendment is requested within five business days of the event, each amendment will incur an additional $200 charge. If an amendment is requested the day of delivery, or after the initial delivery, each amendment will incur an additional $400 charge.

### Cancellation

Cancellation must be requested by sending an email to the Facilities Service Center at fs-events@austin.utexas.edu. Once the event has been cancelled, the requestor will
receive a cancellation confirmation email in response. Cancellation must be requested at least 48 hours before delivery. Cancellation within 48 hours of delivery will be charged at 100% of the estimated cost. If the event is not cancelled through the Facilities Service Center, and inventory is delivered, the client will be charged for the labor of delivery and pick-up.

<table>
<thead>
<tr>
<th>Event Services Not Handled by Facilities Services</th>
<th>Facilities Services is not involved in all event procedures. Clients must coordinate with the proper campus group to ensure the client is abiding by the respective group’s guidelines:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Room scheduling (<a href="#">Registrar</a>, or departmental procedure)</td>
</tr>
<tr>
<td></td>
<td>• Badge Access Control System (BACS) door access (Contact the <a href="#">Building Manager</a>)</td>
</tr>
<tr>
<td></td>
<td>• Parking (<a href="#">Parking &amp; Transportation Services</a>)</td>
</tr>
<tr>
<td></td>
<td>• Catering</td>
</tr>
<tr>
<td></td>
<td>• Food distribution/safety (<a href="#">Environmental Health &amp; Safety</a>)</td>
</tr>
<tr>
<td></td>
<td>• Multimedia rental and use (<a href="#">Information Technology</a>)</td>
</tr>
</tbody>
</table>
## FEE SCHEDULE

<table>
<thead>
<tr>
<th>Action</th>
<th>Timing</th>
<th>Fee(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Request Received</strong></td>
<td>10+ business days before event</td>
<td>No Processing Fee, Crew Labor Only</td>
</tr>
<tr>
<td></td>
<td>Less than 10 business days before event</td>
<td>$100 Processing Fee + Crew Labor</td>
</tr>
<tr>
<td><strong>Amendment Received</strong></td>
<td>5+ business days before event</td>
<td>No Processing Fee, Crew Labor Only</td>
</tr>
<tr>
<td></td>
<td>Less than 5 business days before event</td>
<td>$200 Processing Fee + Crew Labor</td>
</tr>
<tr>
<td></td>
<td>Day of delivery, or during event</td>
<td>$400 Processing Fee + Crew Labor</td>
</tr>
<tr>
<td><strong>Cancellation Received</strong></td>
<td>48+ hours before event</td>
<td>No Processing Fee</td>
</tr>
<tr>
<td></td>
<td>Less than 48 hours before event</td>
<td>100% of Estimated Crew Labor</td>
</tr>
<tr>
<td><strong>Rain Plan Enacted</strong></td>
<td>24+ hours before event</td>
<td>No Processing Fee</td>
</tr>
<tr>
<td></td>
<td>Less than 24 hours before event, and the rain plan is to cancel the event</td>
<td>100% of Estimated Crew Labor</td>
</tr>
<tr>
<td></td>
<td>Less than 24 hours before event, and rain plan is to amend the event</td>
<td>$200 Processing Fee</td>
</tr>
</tbody>
</table>
### RATE SCHEDULE

<table>
<thead>
<tr>
<th>Service</th>
<th>Normal Rate</th>
<th>Normal Hours</th>
<th>Overtime Rate</th>
<th>Overtime Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event &amp; Moving Services</td>
<td>$60.94/hour</td>
<td>Monday-Friday, 8:30 a.m. - 12:00 noon, 12:45 p.m. - 4:00 p.m.</td>
<td>$91.41/hour, 2 person, 2-hour minimum</td>
<td>Holidays and any time on Saturday, Sunday/ Monday-Friday before 8:30 a.m., from 12:00 noon to 12:45 p.m. or after 4:00 p.m.</td>
</tr>
<tr>
<td>Custodial Services</td>
<td>$28.64/hour</td>
<td>Monday-Friday, 7:00 a.m. - 4:30 p.m., 5:30 p.m. - 2:00 a.m.</td>
<td>$42.96/hour, 2-hour minimum</td>
<td>Holidays and any time on Saturday, Sunday/ Monday-Friday, 4:30 p.m. - 5:30 p.m., 2:00 a.m. - 7:00 a.m.</td>
</tr>
<tr>
<td>Electrical Shop</td>
<td>$32.70/hour</td>
<td>Monday-Friday, 7:30 a.m. - 4:00 p.m.</td>
<td>$49.05/hour</td>
<td>Holidays and any time on Saturday, Sunday/ Monday-Friday before 7:30 a.m. or after 4:00 p.m.</td>
</tr>
<tr>
<td>General Construction</td>
<td>$32.70/hour</td>
<td>Monday-Friday, 7:30 a.m. - 4:00 p.m.</td>
<td>$49.05/hour</td>
<td>Holidays and any time on Saturday, Sunday/ Monday-Friday before 7:30 a.m. or after 4:00 p.m.</td>
</tr>
<tr>
<td>Fire Safety Systems</td>
<td>$57.08/hour</td>
<td>Monday-Friday, 6:00 a.m. - 4:30 p.m.</td>
<td>$85.62/hour</td>
<td>Holidays and any time on Saturday, Sunday/ Monday-Friday before 6:00 a.m. or after 4:30 p.m.</td>
</tr>
<tr>
<td>Fire Prevention Services</td>
<td>$75/hour, 2-hour minimum</td>
<td>Any time</td>
<td>No overtime charges</td>
<td>No overtime hours</td>
</tr>
<tr>
<td>Landscape Services</td>
<td>$42.48/hour</td>
<td>Monday-Friday, 8:00 a.m. - 4:00 p.m.</td>
<td>$63.72/hour, 3-hour minimum</td>
<td>Holidays and any time on Saturday, Sunday/ Monday-Friday before 8:00 a.m. or after 4:00 p.m.</td>
</tr>
</tbody>
</table>

Hourly rate per crew member. Crew sizes vary based on scope of work.