

## Facilities Event Staffing Guidelines

All events require appropriate staffing to ensure the health and safety of the participants, to include monitoring of nearby restrooms and cleanup of the venue. Work Order time billed to the event sponsor includes set-up and make-ready time to return the room to its original condition.

Custodial support is required for all events held in spaces supported by Facilities. The custodial staff will ensure that tables, chairs, and common touch points are properly disinfected, remove trash, and clean-up items found on the floor after the event to prepare the room for the next occupant. Additional custodial requirements, other than the standard cleaning mentioned above, will require additional charges.

Charges are for Facilities services and equipment and do not include non-Facilities charges, such as food services, AV equipment, etc. Special arrangements and a customized quote are required for all events with more than 250 attendees.

Please refer to the Facilities Event Support Policy and Event Custodial Staffing Requirements located at the tabs on the top right of this page, under Forms, Downloads & Links.

### Custodial Staffing Requirements for Events

Number of Attendees	Custodial Staff Required	Duration	Event with Food	Event in Multiple Locations
1 to 50	1	1 hour	2 hours	0
51 to 100	1	1.5 hour	2 hours	+1
101 to 150	2	1 hour	2 hours	+1
151 to 250	3	1 hour	2 hours	+1
Above 250	Custom Quote Required			Customer Quote Required