Departmental Event Setup and Cleaning Costs Policy

POLICY

Any incremental cost to SEU for room setups and room cleaning above the standard contracted hours with our cleaning services company (C&W Services) will be billed to the department that is sponsoring the event.

Once a room reservation request has been received, the Facilities Reservation Coordinator will advise you if chargebacks will apply, and the approximate amount. These potential charges can often be minimized or eliminated entirely by rescheduling events to eliminate the need for overtime. The Facilities Reservations Coordinator will assist in identifying alternate dates and rooms in an effort to avoid the added cost when possible. However, the final decision rests with the sponsoring department.

If incremental costs will apply, you will be required, at the time the reservation is made, to provide the department cost center account code to be charged, otherwise the reservation will not be confirmed. These costs should be included in your departmental budgets, just as food service costs are. The Facilities department does not budget for incremental costs related to events scheduled by other departments.

Further Policy Clarifications and Examples

• Requests will always be accommodated to the extent possible as we are committed to helping make your event a total success.

• Reservations are on a first-come first-serve basis; however, income generating events for SEU will normally have priority over other events. Alternative facility locations and date options will be provided should this situation occur.

• Requests may be denied because of scheduling conflicts involving other SEU-sponsored events.

• If matron cleaning or room setups are required on a weekend, you will be billed for this expense.

Situations Requiring a Cleaning Matron

• Any event over 60 people must have one (1) matron assigned regardless of the location of the event; a minimum of four (4) hours will be charged as required in the C&W cleaning contract.

• An event with 150 or more people will require two (2) matrons assigned regardless of the location of the event; a minimum of eight (8) hours total (4 hours per matron).

Situations Requiring Table/Chair Setups

• When table/chair setups are required in advance of an event (and for breakdown and removal after an event ends), charges will be dependent upon the size of the event. If your event takes place immediately before or after a previously scheduled event, you may be charged overtime costs if they are a direct result of accommodating your event.

• The C&W setup staff have other responsibilities on campus unrelated to room setups (e.g., carpet cleaning, hallway wet mopping, office moves, heavy duty cleaning, placement of outdoor event signage, daily gym floor cleaning, floor waxing, etc.), so time available for setups is limited.

Facilities Phone: 973-290-4331   Email: facilities@stEU.edu
-- If your event ends at 3pm or later and there is another event scheduled in that room on the same day or early the following day, there must be at least one (1) setup person assigned to break down and reset the room, at a minimum charge of four (4) hours.

-- If the event setup/breakdown is extensive (large, heavy tables), Facilities and C&W have the sole discretion to require two (2) people for the setup/breakdown, at a minimum of four (4) hours each person, or eight (8) hours in total. This is to ensure the physical safety of the staff.

Confetti or Glitter

• Use of confetti or glitter create excessive time consuming cleanup efforts for SEU’s cleaning service contractor. Any incremental cost to SEU relating to confetti or glitter cleanup will be charged back to the sponsoring department.

• Requests for use of confetti or glitter are to be identified in advance when making a room reservation.

Use of Tape on Walls, Doors or Windows

• The use of adhesive tape, including standard scotch tape and duct tape, are not allowed when posting announcements or posters.

• SEU’s policy is to restrict use of tape to only "blue painters tape" which is blue in color and normally does not damage walls when removed. This tape can be purchased locally and comes in different widths. Contact Facilities if you need help in obtaining.

• Any added cost to repair and paint walls or doors damaged from use of unauthorized tape will be billed back to the respective department.

• Taping of announcements or posters on glass is strictly prohibited since removal of tape is very difficult and often results in scratching of the window itself.

Balloons

• Requests for use of balloons in any building on campus are to be identified in advance when making a room reservation.

Facilities Reservation Coordinator

Your contact for all room reservation matters is:

Mikayla Gagliardi
Santa Maria Hall, Lower Level
Phone: (973) 290-4331
Email: reservations@st.eu.edu

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