

**D. P. Culp Student Center Labor Services, No Show, Rearrangement of Room, Overtime Fees, and Summer Schedule Fees:**

<b>Services</b>	<b>University Affiliated Non-Revenue Producing Events (See Policy on Revenue Producing Events)</b>	<b>State Agency, Non-University Affiliated Non-Profit</b>	<b>Non-University Affiliated Users; ETSU Sponsored Conferences or Revenue Producing Events</b>
Technical Services	\$20.00/hr.	\$25.00/hr.	\$30.00/hr.
Student Center Set-Up Crew	\$20.00/hr.	\$25.00/hr.	\$30.00/hr.
Information Technology Services	\$20.00/hr.	\$25.00/hr.	\$30.00/hr.
Physical Plant/ Custodial Services	\$20.00/hr.	\$25.00/hr.	\$30.00/hr.
Public Safety Services	\$35.00/hr.	\$35.00/hr.	\$35.00/hr.
Building Management Support before/after regular office operating hours	\$20.00/hr.	\$25.00/hr.	\$30.00/hr.
Rearrangement of Room without prior notification	\$10.00 flat	\$25.00/hr.	\$30.00/hr.
Scheduled Event “No Shows”	\$10.00 flat	See Cancellation below	See Cancellation below
Summer Weekend Facility Rate Fees for University Affiliated Groups due to reduced hours	80% off Non-University Affiliated Non-Profit rental rate	N/A	N/A

Normally University Affiliated Groups are not charged except where OVERTIME labor charges are involved. On weekends during summer term, Affiliated Groups are charged overtime along with 80% off the Non-Profit rental rates. If income/revenue producing, see Income/Revenue Producing Policy. Any portion of an hour will be charged as a full hour. Overtime is defined as outside normal operating hours for the building or department in question.

Usage by private (non-University employed) individuals will be treated as a Non-Affiliated, for-profit usage. Private usage by university employees will be treated as Non-Affiliated, non-profit usage.

Concerts, dances, and other public events may be required to have officers from the Office of Public Safety on duty at the event. The organization will be charged at the labor rates specified above.

No shows for University Affiliated will be assessed a \$10.00 flat fee along with a setup fee or tech fee if sponsor requested such support and will be placed on probation until fee(s) is paid in full.

Rearrangement of reserved meeting room space without prior notification will be assessed a \$10.00 flat fee and will be placed on probation until fee is paid in full. Non-University Affiliated will be assessed an hourly fee – see chart above.

Non-University Affiliated cancellations received 0-14 days before an event will be charged 100% of rental fee. Cancellations received 15-30 days before event will be charged 50% of rental fee. Cancellations received 31-60 days before event will be charged 25% of rental fee. Cancellations received 61+ days before event will not be charged.

These fees will be reviewed and revised as needed on an annual basis. Revised 11/13/23.