

## Facility Set up Policy *(10.20.16 updated 7.26.18)*

Purpose: In an effort to create awareness and accountability the following policy has been created to better serve the EMU community:

1. All spaces must be reserved in 25Live prior to submitting a work order.
  - please schedule at a minimum 30 minutes set up/tear down time when you make your reservation in 25Live if space will be used outside of the default setting
2. All work orders related to facility set ups or moves require a 5 business day lead time.
  - work order submitted with a 5 business day lead time may be adjusted by contacting the Facility Set up Coordinator directly
  - if a work order is received with less than 5 business days lead time, the Facility Set up Coordinator will attempt to accommodate the work order but we cannot guarantee
  - any and all required resources for work orders (tables, chairs, etc) will be provided to events in the order in which we received the work orders
3. Meeting space should be used in the default setting (layouts in 25Live and in each meeting space) unless you reset the space yourself or submit a work order for an alternate set up.
4. When submitting a work order, please be sure to include the following information:
  - detailed description of how you want the space set up
  - date/time the set up and tear down needs to be complete and when your event will be completed
  - approximate head count for how many participants will be in attendance at your event
  - if your event includes catering, you MUST contact Pioneer Food Services and include in your work order what Pioneer needs in the way of set up and the date/time they need their set up in place
  - department name on the work order to assist us in keeping accurate records
  - account number that will be charged
  - please be aware of what events are scheduled in 25Live prior to and after your reservation as this relates to your set up and tear down needs

### Fee Structure

1. If you are ordering to use a space with a layout other than the standard layout and within the required 5 business days please note that your order will be billed at an hourly labor fee of \$20. Work request that require less than one hour will be prorated by the quarter hour.
2. If your work order requires staffing outside of the normal working hours (Monday – Friday; 8am – 5pm) you will be billed at an hourly rate of \$40.
3. Work orders received with less than a 5 business day lead time will be charged an expedited fee of \$60 per work order in addition to the labor charge.