

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

Services	University Affiliated Non-Revenue Producing Events (See Policy on Revenue Producing Events)	State Agency, Non-University Affiliated Non-Profit	Non-University Affiliated Users; ETSU Sponsored Conferences or Revenue Producing Events
Technical Services	\$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	10% rental fee	15% rental fee
Scheduled Event "No Shows"	\$10.00 flat	20% rental fee	30% rental fee

Normally University Affiliated Groups are not charged except where OVERTIME labor charges are involved or in the case of revenue producing events. 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. Revenue producing events will be assessed a labor charge.

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 and will be placed on probation until fee is paid in full. Non-University Affiliated will be assessed a percentage of their rental fee – see rates specified above.

Rearrangement of reserved meeting room space without prior notification to the Event Coordinator 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 a percentage of their rental fee – see chart above.

These fees will be reviewed and revised as needed on an annual basis.

Revised 08/19/2022