

# Fee Schedule for Event Set Up Form Rental Items

For faculty/staff events: Submit this form **30 days** prior to event date; **\$100 late fee** will be assessed for non-compliance.  
 For student org events: Submit this form **15 days** prior to event date; **\$50 late fee** will be assessed for non-compliance.

## Rental Fees:

Six-foot tables (rectangle)	\$4.00 each
Six-foot x eighteen-inches (narrow tables)	\$4.00 each
Five-foot tables (round)	\$5.00 each
Six-foot tables (round)	\$6.00 each
36-inch in diameter stand-up cocktail tables	\$6.00 each
Banquet chairs	\$1.00 each
Folding chairs	Free
White linen tablecloths (rectangle)	\$3.00 each
White linen tablecloths (round, short length)	\$3.50 each
White linen tablecloths (round, floor length)	\$6.50 each
White linen table skirts	\$5.00 each
Black or white cloths for cocktail tables (floor length)	\$5.50 each
Black drapes for classrooms (for recorded panel events)	\$5.50 each
Trashcan covers	\$3.00 each
Extension cords	\$2.50 each
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Plastic/Paper cloths	\$.60 each
Punchbowl with ladle	\$2.00 each
Coffeemaker (24, 50, or 100 cup)	\$5.00 each
Water pitcher	\$1.00 each
Cooler/Ice chest	\$2.50/day
Hand sanitizers	\$2.50 table-top; \$5.00 pedestal

## Labor Fees:

Set-up/Take-down	\$10.00/man-hour <b>during normal business hours:</b> Mon-Fri, 6:00am – 2:00pm
	<b>After normal business hours or weekends:</b> \$18.00/hr. No overtime housekeeping support is provided without this authorization form: <a href="#">Special Project Approval/Payment Authorization Form</a> . Complete and email to Ruby Moreno, housekeeping supervisor, <a href="mailto:rmoreno@regent.edu">rmoreno@regent.edu</a> .

## Non-Compliance Fees:

Late fee (form submission)	\$100.00 for faculty/staff, \$50.00 for student organizations
Trash left behind	\$100.00
Rental items left outside/outdoor event instructions not followed	\$50.00
Tape used on floor, walls, windows, or doors	First offense: \$150; Second offense: \$300; Third offense: \$450