

## EVENT SUPPORT POLICY

**Responsible Department:** Operations  
**Responsible Administrator:** Associate Vice President of Operations  
**Effective Date:** March 1, 2021  
**Reviewed/Updated Date:**  
**Date of Scheduled Review:** June 1, 2025

### I. PURPOSE

To provide for the support of events held in University Facilities.

### II. SCOPE

This policy applies to all university departments and to all University Facilities on the Abilene campus.

### III. DEFINITIONS

**Department Liaison** - The individual in the department that is responsible for the event support request.

**University Facilities** - All university owned or leased (from or to the university) buildings, athletic facilities, landscape features, utilities, site improvements, drainage systems, roads, parking lots, sidewalks, etc.

### IV. POLICY

- A. Operations is responsible for the operation of the University Facilities and to provide a safe, functional, clean and scenic campus.
- B. All Department Liaisons must plan their events through University Events who will prepare a production schedule and coordinate with Operations.
- C. Operations provides a number of event support services. All of these services are chargeable for labor, materials, equipment rental or any other related costs. If at the request of the Department Liaison, the services are provided outside of Operations business hours, overtime labor will be charged.
- D. The event support services provided by Operations include:
  - Delivery, setup, breakdown and pickup of:
    - Tables and chairs (there is a rental fee for the use of tables and chairs)
    - Trash cans (30 gallon black plastic, includes trash bags)
    - Stages (the stages belong to University Events and must be scheduled through them)
    - Pipe and drape (the pipe and drape belong to University Events and must be scheduled through them)

- Outside heaters (the heaters belong to University Events and must be scheduled through them)

- Removing and replacing bollards
- Locating utility and irrigation lines
- Electric distribution systems
- Staff monitoring the event
- Standby staff
- Inside or outside clean up
- HVAC and irrigation scheduling
- Hanging banners
- Support for outside vendors
- Providing trash dumpsters
- Laying carpet or paper to cover the floor
- Window washing outside of the normal window washing schedule

E. Before any work that is chargeable is performed, the Department Liaison will receive a written estimate of the cost. If the cost estimate is acceptable, the Department Liaison will work with University Events to have the work scheduled.

Once the work is performed, a journal voucher will be entered charging the department in a timely manner. If during the service, it is determined that the cost estimate was too low due to a scope change or hidden issue, a written explanation will be provided to the Department Liaison who will be able to decide whether or how to proceed.

If, at the discretion of Operations, the service is performed by an outside vendor, the cost will be the outside vendor's charges.

## **V. PROCEDURES**

A. To submit a work order for event support services from Operations, the Department Liaison must contact University Events.

B. To cancel a work order, the Department Liaison must contact University Events.