
**VIRGINIA INSTITUTE OF MARINE SCIENCE
DEPARTMENT OF FACILITIES MANAGEMENT
INTEROFFICE MEMORANDUM**

TO: VIMS SPECIAL EVENT COORDINATORS

FROM: JOSEPH C. MARTINEZ
DIRECTOR OF FACILITIES MANAGEMENT

SUBJECT: SPECIAL EVENTS RATES

DATE: DECEMBER 3, 2002

CC: DON WRIGHT, CAROLYN COOK, BUD DAVENPORT, JENNIFER PUTNAM, CAROL TOMLINSON

There is a need to change the way Facilities Management charges for special events costs. Due to the recent budget cuts, the current method of billing by hourly labor rates when coupled with a requirement for 100% recovery of all costs has created several inequities and inconsistencies in charges billed to using departments or off campus groups. The objective is to depart from the straight labor rate plus rental cost charge to a combination of charges determined from a published pricing list (see below) and a firm fixed price based on a binding estimate. The use of straight labor hours will still be available for those special events needs that cannot be estimated. Changes in our billing methods are designed to provide consistent charges for similar services and to allow users and off campus groups to realistic expenditures. These new methods and associated rates will be in effect as of January 1, 2003.

The Grounds and Housekeeping Section will charge for their service by one of three methods:

1. Firm Fixed Price. The firm fixed price is the preferred method of charging services. If the G&H Section can determine the number of man-hours needed to complete the setup/restore the area supporting the special event, a firm fixed price can be determined and agreed to prior to the special event by the event host. Rental costs for event accessory items can be determined from the listing below. Weekend & holiday support are charged at an overtime rate.
2. Binding Estimate. The G&H Supervisor (Bud Davenport) will review the submitted work order and provided the requestor an estimate on the cost of the special event. These events must be routine in nature without any special teardown or setups. The estimate will become binding when agreed upon by the requesting department or event sponsor. Included in this estimate will be all rental and material costs.
3. Labor Rate. The labor rate for all special events is currently \$14.00 per man-hour. Any special event requiring weekend, or after hour support will be billed at the hourly rate plus ½ rate, holiday support will be billed at twice the hourly rate. All special events services that cannot be charged a firm fixed price or binding estimate will be charged by the hour. Rental and material costs will be extra.

Requests should continue to be made in writing with the appropriate account number and forwarded to the Facilities Management Department or by submitting the form found at <http://tethys.vims.edu/calendar/room.cfm>. All non-VIMS organizations looking to hold a special event on campus must first contact Susan Polk at 804-684-7846 for space availability.

EVENT RATES

Room Rentals: (Not chargeable to VIMS sponsored events):

Waterman's Hall Auditorium	\$40.00
Waterman's Hall Lobby	\$20.00
Classrooms A,B, & C	\$20.00 per room
Dean/Director's Conference Room	\$40.00
Library	\$40.00
CBH Atrium	\$20.00

Event Setups & Restoring to Existing:

Waterman's Hall Auditorium	No Charge
Waterman's Hall Lobby	\$126.00 (9 man-hours)
Classrooms A,B, & C	\$210.00 (15 man-hours)
Dean/Director's Conference Room	\$28.00 (2 man-hours)
Canopy's/Tents, per tent	\$98.00 (7 man-hours)
Library	\$420.00 (30 man-hours)
CBH Atrium	\$126.00 (9 man-hours)
Coffee	\$7.00 (0.5 man-hours)
Coolers & Ice, per item	\$7.00 (0.5 man-hours)
Stage	\$56.00 (4 man-hours)

List of Rental Charges: In order to assist event coordinators in planning and budgeting for special events, the Department of Facilities Management has listed types of accessories, equipment, and foliage available from Facilities Management and the rental fees. Please note that these charges will be made on a per item and event basis.

A minimum delivery charge of \$28.00 (2 man-hours) will be charged for each delivery request. Delivery charges will be determined by the quantity of each item delivered.

Rental Items Available:

Tables, folding, rectangle, \$5.50 each. Delivery charge per item is \$2.25.

Tables, round, \$7.50 each. Delivery charge per item is \$3.25.

Chairs, folding, \$1.25 each. Delivery charge per item is \$1.00.

Podium, \$15.00, Delivery charge per item is \$3.00.

Stage, \$96 lump sum. Delivery charge per item is \$16.00

Canopy/Tents, \$50.00 each (off campus event, add \$50 refundable deposit)

Trash Cans, \$1.00, Delivery charge per item is \$1.25.

Foliage, Ficus trees, \$9.00 each, Ferns, \$3.00each. Delivery charge per item is \$1.00

Coffee Urns and Supplies, up to 100 cups \$15.00 each, over 100 cups, \$30.00 each. Delivery charge per item is \$1.00.

Coolers & Ice, \$5.00 each. Delivery charge per item is \$1.00

Gas Grills & Cookers, \$10.00 each, plus cost to refill tank (user to provide account #). Delivery charge per item is \$2.00.

Linens, Small, \$0.60 each, Large, \$1.70 each. Delivery charge per item is \$0.50.

Easels, \$1.50 each. Delivery charge per item is \$1.00.