

Facilities Use Compensation Policy

Sound Technicians & Custodial Staff

With the revised *Facilities Use Policy*, and implementation of the *Weddings & Special Events Request Form*, the new compensation policy for these events will be in effect January 1, 2013.

A Special Event is defined as an event that requires the services of a Sound Technician and Custodian. *Examples could include: wedding receptions, piano recitals/performances, community meetings, etc.*

➤ ***Weddings & Special Events (Attendees & Non-Attendees)***

1. A Sound Technician will receive a flat fee of \$75.00 per Wedding or Special Event requiring their services.
 2. A Custodian will receive a flat fee of \$75.00 per Wedding or Special Event.
 - a. After hours custodial services are only required for Weddings & Special Events taking place outside of normal operating hours, which is 8:00am-5:00pm Monday-Friday.
 3. The Custodian is responsible for unlocking and securing the facilities for Weddings & Special Events, and be either present or readily available during the event.
 4. The Custodian will ensure all requested tables and chairs are available for the event.
 5. **Event set-up, tear-down and clean-up is the responsibility of those using the facility.**
 6. After all events, the custodian staff will report the status of the facilities to the office in writing, so the appropriate deposits can be disbursed if necessary.
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➤ ***Individuals, Groups & Family Gatherings***

1. When an individual or group requests the use of the facility, **set-up, tear-down and clean-up is the responsibility of that individual or group using the facility.**
2. Custodial staff will ensure all requested tables and chairs are available for the event.
3. A thorough walk-through will be completed by the custodial staff during regular hours as soon as possible after the event; findings reported to the office in writing.

Date of Origin: January 1, 2013

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