

CUSTODIAL SERVICES AGREEMENT

Questionnaire:

Event Title: _____ **Type of Event:** _____ **Event Date:** _____

Primary Contact: _____ **Contact Phone Number:** _____

E-mail Address: _____

Event Start Time: _____ **Event End Time:** _____ **Number of Guests:** _____

Will there be food served? _____ **Will there be alcohol served?** _____

If food is being served, where will it be served? _____

Event Logistics:

Location/s and time/s _____

**For large events using multiple locations, please attach copy of agenda plan*

Service Fees:

Location	No. of Guests	Non- food event Cleaning only	Food Event – Cleaning only	Event Porter Service and Clean Up	Additional hour of porter service
	A	B	C	D	E
<i>Campus Center</i>	<i>1-150</i>	<i>\$20</i>	<i>-----</i>	<i>\$100</i>	<i>\$20</i>
	<i>150 - 250</i>	<i>\$30</i>	<i>-----</i>	<i>\$150</i>	<i>\$35</i>
	<i>250-350</i>	<i>\$40</i>	<i>-----</i>	<i>\$220</i>	<i>\$50</i>
<i>PDR</i>	<i>-----</i>	<i>\$15</i>	<i>\$ 50</i>	<i>\$85</i>	<i>\$20</i>
<i>Hanawalt House</i>	<i>-----</i>	<i>\$15</i>	<i>\$50</i>	<i>\$85</i>	<i>\$20</i>
<i>*Hanawalt House-Courtyard</i>	<i>-----</i>	<i>\$15</i>	<i>\$25</i>	<i>\$75</i>	<i>\$20</i>
<i>**Morgan Auditorium</i>	<i>-----</i>	<i>\$15</i>	<i>-----</i>	<i>\$65</i>	<i>\$20</i>
<i>La Fetra</i>	<i>-----</i>	<i>\$15</i>	<i>\$50</i>	<i>\$75</i>	<i>\$20</i>
<i>General Classrooms</i>	<i>-----</i>	<i>\$15</i>	<i>\$25</i>	<i>\$65</i>	<i>\$20</i>
<i>*Fausnaucht Court</i>	<i>-----</i>	<i>\$15</i>	<i>\$20</i>	<i>\$65</i>	<i>\$20</i>
<i>*The Quad, South Quad, University</i>	<i>1-150</i>	<i>\$15</i>	<i>\$30</i>	<i>\$75</i>	<i>\$20</i>
<i>Mall and Sneaky Park</i>	<i>150-250</i>	<i>\$20</i>	<i>\$40</i>	<i>\$100</i>	<i>\$35</i>
	<i>250-350</i>	<i>\$30</i>	<i>\$50</i>	<i>\$150</i>	<i>\$50</i>
<i>Other:</i>					

Column A: Fees are based on number of guests and logistics of event

Column B: Fees pertain to services required after event: Adjacent restroom cleaning & **minor** trash/recycle removal (pamphlets and other material left behind from event)

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Column C: Fees pertain to services required after event: Adjacent restroom cleaning & trash/recycle removal (food)

Column D: Fees include 4 hours of porter services (towards end of event) and cleaning after event (trash removal and rest room cleaning). For example, if an event is held from 6:00 pm – 12:00 midnight, the porter services will be from 8:00 pm through 12:00 midnight. Any additional porter services will incur an additional fee as stated in column E.

Column E: Additional fees for extra porter services

Alcohol: Porter services (column D) are required for all events serving alcohol. An additional \$25 fee will be added to service fees for events serving alcohol.

Porter Services:

Sodexo provides event patrolling services. This service is recommended for food events with over 65 guests. Porter services consist of the following:

- Routine replenishment of restroom supplies
- Routine restroom refreshing
- Routine trash/recycle removal
- Minor spill removal

Additional Fees:

A minimum fee of \$35 per employee hour will be charged back for every hour spent on extra cleaning services such as: Carpet cleaning, excessive trash, bio-hazard cleaning, and vandalism.

Event Host Responsibilities:

Please read the material below to make sure all parties understand the requirements of maintaining the University of La Verne campus a safe location and presentable location for future use.

- Event space must be left close to its original condition before the event; Trash placed in containers, floor free of spills or debris, decorations removed from walls, etc.
- A signed agreement is required to provide services
- Other billable fees or requested/required expenses or staff costs will be quoted and detailed on separate invoices, as costs are determined or necessary
- All expenses will be estimated and approved prior to being incurred

1. The terms of this agreement will take place on _____ between the hours of: _____

2. Desired services : _____

3. Total Costs of service will be: _____ and payable on: _____

Acceptance of Proposal- The above prices and specifications are satisfactory and are hereby accepted.

Signature of Acceptance and Date

**All balances must be processed through University Campus Center events department. In turn, Sodexo will bill the department through supplemental billing.*

For custodial service inquiries, please contact our office at (909) 593-3511 ext 4675