



AUXILIARY ENTERPRISES

FLORIDA POLYTECHNIC
UNIVERSITY

UNIVERSITY EVENT SERVICES

2026-2027

Event Service Fee Schedule



2026-2027 Event Service Fee Schedule

Auxiliary Enterprises Fees (Parking Services)			
Service	Cost	Unit	Notes
Single Vehicle Parking	\$5.00	Each	
Reserved Vehicle Parking & Signage	\$25.00	Each	Departments are not permitted to use their own signage
Parking Attendant Rate	\$30.00	Hour	Based on availability
Parking Directional Signage	\$40.00	Event	Based on availability
Parking Cones	\$2.00	Each	
Parking Lot Closure	\$100.00 \$5.00	Flat Rate Each	Parking Lot closures must be coordinated through Auxiliary Enterprises

University Event Services Fees			
Service	Cost	Unit	Notes
Event Setup	\$30.00	Hour	2-hour minimum requirement Event setup includes moving and rearranging existing furniture in event spaces, stage setups, power setups, etc. All event setups are handled by UES

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University Event Services Fees

Event Teardown	\$30.00	Hour	2-hour minimum requirement Event teardown includes putting event spaces back to their original layouts, stage teardown, power teardown, etc. All event teardowns are handled by UES
4' Folding Tables	\$10.00	Each	
6' Folding Tables	\$10.00	Each	
8' Folding Tables	\$10.00	Each	
60" Folding Round Tables	\$20.00	Each	
High-Top Tables	\$20.00	Each	\$30.00 each if the event takes place outside of the Barnett Applied Research Center (BARC)
Black Folding Chairs	\$3.00	Each	
Wooden White Chivari Chairs with Cushions	\$5.00	Each	\$10.00 replacement fee for damaged cushions; \$20.00 cleaning fee for dirty cushions
VIP Event Conference Chairs	\$10.00	Each	Only available for VIP events
Large Trash Receptacles + Trash Bags	\$10.00	Each	UES will provide one trash bag per large trash receptacle for events. Additional trash bags will be an extra \$1 each.
Podium	\$20.00	Each	
Step-and-Repeat	\$30.00	Each	
American Flagpole & Stand	\$20.00	Each	

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University Event Services Fees			
State of Florida Flagpole & Stand	\$20.00	Each	
Florida Poly Flagpole & Stand	\$20.00	Each	
Stage Fee	\$100.00	Flat Rate	Stage fee includes stairs, railings, skirting, and pipe/ draping
20'x30' Outdoor Tent Fee	\$100.00	Flat Rate	
Opening & Closing Dividers	\$0.00	-	
A-Frame Sign Holders	\$20.00	Each	Printed signage not included
Easels	\$5.00	Each	
Branded Banners/Signs	\$5.00	Each	
Dining Chargers	\$1.50	Each	Includes cleaning fee
Event Décor & Table Centerpieces	\$5.00	Each	Various glass vases, floral décor, tealights, etc.
Table Skirting	\$20.00	Flat Rate	Includes cleaning fee
Table Runners	\$5.00	Each	Includes cleaning fee
High-Top Spandex Table Linens	\$5.00	Each	Includes cleaning fee
Extension Cords	\$10.00	Each	Includes cost for gaffer or carpet tape
Surge Protectors	\$5.00	Each	Includes cost for gaffer or carpet tape
Vendor Coordination Fee	5%	Percentage of Total Rental Cost	Only for University Business Partner Events & External Events

Custodial Service Fees (HES)			
<i>Service</i>	<i>Cost</i>	<i>Unit</i>	<i>Notes</i>
Custodial Service Employee	\$30.50	Hour	For Internal University Meetings, Internal University Events, and University Partner Events
Custodial Service Employee	\$37.50	Hour	For University Business Partner Events and External Events & Meetings
Supplies	Varies based on event	Each	For External Events & Meetings
Carpet Cleaning	\$37.50	Hour	

Custodial services, provided by HES, are required for the following events:

- Events with over 100 guests in attendance

Information Technology Service Fees			
Labor Fees (Setup, Running, Teardown)			
<i>Service</i>	<i>Cost</i>	<i>Unit</i>	<i>Notes</i>
AV Student Worker	\$25.00	Hour	Setup/strike, basic support
AV Technician	\$75.00	Hour	Event operation/support
AV Engineer	\$100.00	Hour	Advanced audio/video, signal flow, troubleshooting
AV Consultation (External Events)	\$75.00	Hour	Planning call/site visit/event design

Minimum labor billing: 2 hours per event

After-hours/weekend multiplier: Hourly rates will be billed at 1.5x

Types of labor will be decided by the ITS department dependent on the needs of the event.

Labor Fees (Setup, Running, Teardown)			
<i>Service</i>	<i>Cost</i>	<i>Unit</i>	<i>Notes</i>
BARC Videowall	\$100.00	Each	Will include switching inputs on wall to source provided by event host, content not included
TV	\$75.00	Each	Will include basic cabling back to central point

Audio Packages			
<i>Service</i>	<i>Cost</i>	<i>Unit</i>	<i>Notes</i>
Basic Audio Package	\$100.00	Each	Small PA pair + one microphone (No other input options and no other microphones can be added)
Standard Audio Package	\$200.00	Each	Large PA pair + basic mixer + two microphones
Premium Audio Package	\$350.00	Each	Two pairs of PA speakers for expanded coverage + mixer + four microphones
Board Meeting Audio Package	\$250.00	Each	Up to 16 microphones + mixer for use in BARC 2200

Labor not included in audio packages.

Any external event is an additional \$100 service charge. Power must be provided by event host. If more microphones are needed than in the packages above, then they can be added at the pricing below.

Computers			
<i>Service</i>	<i>Cost</i>	<i>Unit</i>	<i>Notes</i>
Laptop	\$10.00	Each	Can be used as inputs for TVs or the Videowall or for general event activities like check-in

Microphones			
<i>Service</i>	<i>Cost</i>	<i>Unit</i>	<i>Notes</i>
Gooseneck	\$40.00	Each	Wired or wireless
Handheld	\$40.00	Each	Wireless
Lapel	\$40.00	Each	Wireless

University Police Fees			
<i>Service</i>	<i>Cost</i>	<i>Unit</i>	<i>Notes</i>
Public Safety Officer	\$35.00	Hour	
Police Officer	\$45.00	Hour	
Police Sergeant	\$48.00	Each	

University Police are required to monitor events when the following occur:

- Events with over 100 guests in attendance
- Events with alcohol

It will be up to University Police's discretion if external security measures will need to be made depending on the size of the event.

Athletics & Campus Recreation Fees			
<i>Service</i>	<i>Cost</i>	<i>Unit</i>	<i>Notes</i>
Lifeguard	\$20.00	Hour	
Recreation Field Painting/Stripping + Materials	\$250.00	Flat Rate	If fields require modification, there will be an additional charge at the discretion of the Athletic Director
Athletic Trainer	\$80.00	Hour	