

Event Support Services Guide

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Introduction

The purpose of this guide is to provide Vanderbilt University staff, faculty and student organizations with information that will assist them in determining the requirements for events and activities held on campus. All events will need to submit a Facilities Event Form via ReADY using the “Events” Tile.

Once completed, the facilities events form will provide the details needed for the Facilities department to plan accordingly for staffing, equipment and supplies to support your event. Once the form has been completed and submitted, the form, and any other attachments, will flow through to the work order as a resource for the Facilities team. If any changes are needed after the form has been submitted, contact Facilities Support at facilitiesupport@vanderbilt.edu or call at 615-343-9675 in order to ensure the work order is updated.

Please submit all event requests at least 2 weeks before the planned event date. This allows us to be fully prepared and help provide a better experience for you and everyone attending the event. If accommodations cannot be provided by Facilities, then additional outside vendors/resources may need to be sought after.



There will be a \$500 damage fee applied to all instances where Vanderbilt property or equipment has been lost or damaged to the point of needing repair or replacement regardless of the ability to prove who stole/damaged the items.

Custodial Services

Make sure to include all the information requested for Custodial Services on the event form as accurately as possible in order for your event to be properly staffed. Cleaning services for events are provided separately from daily cleaning routines within buildings.

Daily cleaning routines do not support event needs. For example, events in common areas need to have additional staff to support the cleaning before and after the event. Otherwise, regular cleaning routines may not be completed.

Grounds

Mowing and trimming outside of the regular routines need to be included in the event support request. Grounds services have regular routines on campus that don't include special lawn care for events. Also, you will need to include information for items like fencing, pine straw, sandbags, and sprinklers turned off 48 hours prior to event.

Maintenance

Maintenance services can supply carpentry, electrical and water for all events. Please provide as much detailed information you can on the event form to help identify the

needs you may have.

Moving

Moving provides a variety of services for event support including providing tables and chairs, delivery/pick up services, and set up services. Additionally, Moving can connect you to third party vendors for other services such as: tent rentals, large table and chair rentals, and other event services not provided by Facilities. Cost estimates for services from a third-party vendor will be provided to you directly by the vendor. All costs for third party vendor services should be directly requisitioned by your department. **All events requiring a tent, or an inflatable need to put a request in at least three weeks in advance.** This lead-time is needed so that Facilities can coordinate for underground locating of utilities prior to the tent(s) installation, as well as reach out to the vendor of the tents/inflatables to ensure that the proper permits are being filed. For all tent requests made with less than 3 weeks heads-up, Facilities will do our best to accommodate the coordination effort for utility mapping but if we cannot coordinate this activity, the tent may not be installed. If there is a demand to install any tent without the mapping activity, all liability related to damaged underground utilities will be the responsibility of the event organizer. All tents require FRC (Facilities Review Committee) approval. FRC meetings take place every Thursday @ 8am via Microsoft Teams. Please contact the VUMO Executive Assistant, currently Lori Ungurait, to be sent the meeting invite. Propane heaters inside tents require a Metro permit in addition to the tent permit.

Custodial

Facilities offer pre-clean, during-clean, and post-clean custodial services for events. Pre-clean is prior to the event, with cleaning of event areas scheduled to be completed prior to the event. During-clean is done throughout the event and includes trash removal and maintaining restroom cleanliness and supplies. Post-clean includes cleaning of all event spaces and trash removal to return the space to a condition ready for other use. Custodial services will be charged at a minimum of 3 hours. All custodial services will be charged at the overtime labor rates.

FY 2026 Custodial Service rate:

OT hourly rate per worker

\$37.92

Number of Custodial workers per 50 guests

2 Custodians

Pre-Clean	General Service	<ul style="list-style-type: none"> · Vacuum · Spot Clean · Wipe down tables · Dust mop · Damp mop · Clean Entrance
	Bathroom Maintenance	<ul style="list-style-type: none"> · Toilets · Mirrors · Mop bathroom floors · Dust mop non-carpeted floors · Damp mop
	Trash Maintenance	<ul style="list-style-type: none"> · Pull trash replenish liner · Every 15-30 minutes (varies)
	Window Cleaning	<ul style="list-style-type: none"> · Any special window cleaning needed prior to event. · Depends on the event size and location.
During Event	Bathroom Maintenance	<ul style="list-style-type: none"> · Toilets · Mirrors · Mop bathroom floors · Dust mop non-carpeted floors · Damp mop
	Trash Maintenance	<ul style="list-style-type: none"> · Pull trash replenish liner · Every 15-30 minutes (varies)
		<ul style="list-style-type: none"> · Vacuum · Spot Clean

Post Clean	General Service	<ul style="list-style-type: none"> · Wipe down tables · Dust mop · Damp mop · Clean Entrance
	Bathroom Maintenance	<ul style="list-style-type: none"> · Toilets · Mirrors · Mop bathroom floors · Dust mop non-carpeted floors · Damp mop
	Trash Maintenance	<ul style="list-style-type: none"> · Pull trash replenish liner · Every 15-30 minutes (varies)

Grounds

Facilities offer grounds services to assist with outdoor events. They can make sure the sprinklers are turned off during the time of the event, install pennant fencing to block off specific areas and drop pine straw for muddy areas. Anything between 7a.m and 3:30p.m, Monday - Friday is considered regular hours, overtime hours are considered anything outside of those hours. There will be a **Damage Recovery Fee (DRF)** applied when turf and/or landscaping have been damaged to a degree that requires rehabilitation. The cost of this rehabilitation will be passed on to the event holder. For example, when water has been shut off for more than 3 days and turf rehabilitation must be undertaken. In this instance, the DRF will be charged by the half-acre and the amount will vary depending on the severity of the damage done. In all instances of the DRF being implemented, it will need to be approved by the Grounds Manager before being applied.

For the “Do’s and Do Not’s” of using Vanderbilt grounds for your event, please refer to the document below:

Outdoor Surface Use Rules

[Outdoor Surface Use Rules File Download](#)

FY 2026 Grounds Service Rate:

Regular hourly rate per worker

\$39.52

OT hourly rate per worker

\$59.29

Before Event	Ground Markings	<ul style="list-style-type: none"> · Mark all utility and irrigation lines
During Event	Trash Service	<ul style="list-style-type: none"> · Pull trash · Hours depend on the event size · Staff requirements 2-5 staff
After Event	Trash Services	<ul style="list-style-type: none"> · Pull trash after event is over or next day · One hour to complete · Staff requirements 2-5 Staff
Water	Irrigation	<ul style="list-style-type: none"> · Turn off all irrigation heads · No staff required
Fencing	Pennant Fencing 1/2 Lawn	<ul style="list-style-type: none"> · Create a barrier on 1/2 lawn · 1-2 hours to complete · Staff requirement 2 people
	Pennant Fencing full lawn	<ul style="list-style-type: none"> · Create a barrier to control entry · 3 hours to complete · Staff requirement 2 people
Other Options	Special Mowing	<ul style="list-style-type: none"> · Any special mowing or weed eating · One hour to complete · Staff requirements 1-2 staff

	Pine Straw	<ul style="list-style-type: none"> · Used for muddy areas · Depends on the event size · Staff requirements 1-5 staff
	Sandbags	<ul style="list-style-type: none"> · Used to hold down place cards, stands, etc · One hour to complete · Staff requirements 1-2 staff

Maintenance

The Facilities Maintenance teams can provide electrical, water, and carpentry support for all events. If you require support during an event, instead of just set up or tear down, you need to list that in the “additional details” section under the Events tile on ReADY. If electrical support is needed for an event, there needs to be a diagram and/or a detailed layout of what will be needed and where it will be located at.

FY 2026 Maintenance Service Rates:

Regular hourly rate per worker ~ **\$41.93**
OT hourly rate per worker ~ **\$62.89**

Electrical	Outlets	<ul style="list-style-type: none"> · Used for sounds system, lighting and heating and cooling · Hours needed based on event · Staff Requirements 1-2 Staff
	Circuits	<ul style="list-style-type: none"> · Circuit are based on the equipment being used · Hours needed based on event · Staff Requirements 1-2
Carpentry	Stage Skirt	<ul style="list-style-type: none"> · Used to decorate stage · Hours needed 1-2 hours · Staff Requirements 1 person

	Special Projects	<ul style="list-style-type: none"> · Special carpentry needs for set up or decorations · Hours needed depends on the project · Staff required depends on the project
Water	Water Hose	<ul style="list-style-type: none"> · Water supply · No staff required
	Power Washing	<ul style="list-style-type: none"> · Any special power washing to clean patios, etc. · Depends on the event size · Staff requirements: 1 person

Equipment

Facilities has equipment that is available to rent at a small cost with standard delivery fee for an event. They can setup the equipment based on a three-tier cost. If you request an item that the event team normally has in stock, but is not available, then they will reach out to you with alternative options that you can review. If an item isn't on our list that meets your needs, it will need to be rented from a third-party vendor. Total number of setup hours also includes the time needed to breakdown/reset the space after an event.

2025 Equipment Service Rates:

Small Setup = 2 hours or less **\$100 - \$200**

Medium Setup = 2 hours – 4 hours **\$200 - \$400**

Large Setup = 4 hours or more **\$400+**

Standard Delivery Fee **\$50**

Receptacles \$1/unit	Trash Cans	· Extra trash cans 32 gallon grey Brute
	Recycle Cans	· Extra recycle cans 32 gallon blue Brute
Chairs	Brown ~ 200 qty	· Folding Chair

\$1/chair	Black ~ 200 qty	· Folding Chair
	White ~ 200 qty	· Folding Chair
Tables \$10/table	Bistro ~ 40 qty 6' Oblong ~ 40 qty 8' Oblong ~ 40 qty	· Bar Top tables (standing only) · Medium table fit 6-8 people · Large Table fit 8-10 people
	48" Round ~ 25 qty 60" Round ~ 40 qty 72" Round ~ 25 qty	· Small table fit 4-6 people · Medium table fit 8-10 people · Large table fit 10-12 people
Miscellaneous	Fire Extinguisher (\$5) Stage Risers (\$25) Hand Sanitizers (\$5) ~ 30 qty	· Needed for emergencies (as required) · 4X8 foot panels (at various heights) · Used for cleanliness
	Indoor Standards (\$5)~ 40 qty Outdoor Standards (\$5)	· Gold, adjustable in height with attached clip board · White 7ft tall with clips
Third Party	Tents (\$100) ~ 3	· The tents we have in stock are 10x10. If a larger tent is needed, we will have to contact a third-party vendor and that will require additional charges, and more time needed to schedule.
	Porta Potty Fans Stage size	· Used for outdoor events, handicap accessible available. · Pedestal fans, and round barrel fans. · Depending on the stage a third party will need to be used based on the size.
Set Up Details	Small Setup	· Setting up 1-5 tables and chairs without having to move furniture around within the room or without having to bring other furniture into or out of the room.

	Medium Setup	· Setting up 6 – 15 tables and chairs OR setting up 1 -15 tables and chairs while having to rearrange existing furniture in the room to accommodate the customers layout and then reset the room upon completion of the event.
	Large Setup	· Setting up 15 or more tables and chairs OR having to move all the existing furniture in a space out of the room and loading it elsewhere and then having to unload the stored furniture upon completion of the event.