



Guide to Custodial Services Event Support

Effective
June 2024



The charges listed in this document are estimates for basic custodial services. Please note that charges vary based on your service needs and will be determined after you submit your campus event request. If it is a weekend, evening, or holiday a minimum of four hours is required.

Environmental Services

All events should have a Campus Event Requests submitted to our Facilities office or through the WKU Campus and Community Events office. https://www.wku.edu/facilities/events_request_2017.pdf

- Charges vary based on your custodial service needs and will be determined by the type of event.
- Events providing food/drink, and/or taking place outside of Facilities' normal business hours are required to submit an event request for custodial services.
- The Facilities Management department reserves the right to charge custodial fees due to non-scheduling of an event that results in custodial staff being unable to accomplish their regularly scheduled shift work.
- All custodial services provided by Facilities Management require notice of 48 business hours prior to an event. Failure to provide this notice could result in a \$100 late fee per service.

Custodial Services provided:

Campus/Department Events held during normal working hours:

If an event requires additional custodial cleaning needs, beyond our normal daily routine cleaning, the requestor will be charged for the cleanup costs incurred and billed accordingly.

Campus/Department Events held after business hours or weekends/holidays:

- Less than 100 = 1 ESA non-food event
- 50 to 300 = 2 ESAs food/catering event or non-food event
- 300 to 600 = 2 ESAs non-food event
- 300 to 600 = 3 ESAs food/catering event
- 600 to 1000 plus = 4 ESAs food/catering event or non-food event

Events with 100+ attendees or weekend events, custodial coverage will be charged for the duration of the event plus any prep and cleanup time needed.

Note: *Minimum of 2 hrs. of overtime during weekdays/ minimum of 4 hrs. of overtime weekends/holidays*

Custodial Services provided for the below Venues/Events

VENUE: **Carroll Knicely Center:**

Events with 100+ attendees or weekend events, custodial coverage will be charged for the duration of the event plus any prep and cleanup time.

Due to the type of events held and the amount of trash that is generated during these events, extra ESA's will be required and communicated to the requestor.

Note: (minimum of 2hrs required) (weekends or holidays minimum of 4hrs required)

- Less than 100 = 1 ESA non-food event
- 50 to 300 = 2 ESAs food/catering event or non-food event
- 300 to 600 = 2 ESAs non-food event
- 300 to 600 = 3 ESAs food/catering event
- 600 to 1000 plus = 4 ESAs food/catering event or non-food event

VENUE: **WKU Farm/Expo Center**

- **Rodeo** 3 ESA's
Monitor restrooms, lobby and the concourse around the bowl.
We do not enter the seating area during the event.
- **Truck Pull & Tractor Pull** 2 ESA's
Monitor restrooms, lobby and the concourse around the bowl.
We do not enter the seating area during the event.

Additional Requests for services:

- Less than 100 = 1 ESA non-food event
- 50 to 300 = 2 ESAs food/catering event or non-food event
- 300 to 600 = 2 ESAs non-food event
- 300 to 600 = 3 ESAs food/catering event
- 600 to 1000 plus = 4 ESAs food/catering event or non-food event

VENUE: **VanMeter Hall**

- 1 ESA required
- Monitor lobby, restrooms, little trash no food served.

VENUE: **Athletic Events**

Basketball Games:

- Men's Game: 15 ESA's required
Plus organizational support \$1000
- Women's Game: 15 ESA's required
Plus organizational support \$750

Volleyball Games:

- 2 ESAs required

Football Games

- Football game day event
- ESA Crew: 1 supervisor, 1 team lead and 13 = 15 workers required
- Cleanup after game: 8 ESAs required,
Plus organization support \$1500 to clean the seating area

Custodial services requested for the below a minimum of 2 hrs. of overtime during weekdays/ minimum of 4 hrs. of overtime weekends/holidays will be required.

- Baseball Games
- Softball Games
- Soccer Games

Custodial Costs for **Events at Harbaugh Club**

Note: (minimum of 2hrs required) (weekends or holidays minimum of 4hrs required)

During the Event (No Access to Red Towel Seating)					
# of People	Food	Staffing Needs	Duration	Hrly Rate	Supplies
Less than 600		2 (1 Male and 1 Female If event requires use of both restrooms)	Event Determines	\$56.00	\$100.00
Less than 300	X	2 (1 Male and 1 Female If event requires use of both restrooms)	Event Determines	\$56.00	\$55.00
301-600	X	3 (1 Male and 1 Female If event requires use of both restrooms)	Event Determines	\$84.00	\$100.00
601-1000		3(1 Male and 1 Female If event requires use of both restrooms)	Event Determines	\$84.00	\$150.00
601-1000	X	5 (1 Male and 1 Female If event requires use of both restrooms)	Event Determines	\$140.00	\$150.00

After Event (If event is not staffed during the event this is subject to change)				
# of People	Food	Staffing Needs	Duration	Est. Cost
Less than 600		1 (may not be needed if event is staffed)	2 hours	\$28.00
Less than 300	X	2	2 hours	\$56.00
301-600	X	4	2 Hours	\$112.00
601-1000		4	2 Hours	\$112.00
601-1000	X	6	2 Hours	\$168.00

Athletic Summer Camps:

Costs for Environmental Services:

Summer Camps 100+ attendees or weekend camp dates, **custodial coverage will be charged for the duration of the event plus any prep and cleanup time.**

Note: (minimum of 2hrs required) (weekends or holidays minimum of 4hrs required)

Custodial Support for Summer Camps

# of Camp Attendees	25-100		100-225	
Costs for Custodial support Per Hr.	Labor	Supplies	Labor	Supplies
Diddle	56.00 an hour	40.00 per day	84.00 an hour	55.00 per day
Nick Denes Field	56.00 an hour	40.00 per day	84.00 an hour	55.00 per day
Preston Center	56.00 an hour	40.00 per day	84.00 an hour	55.00 per day
Smith Stadium	56.00 an hour	40.00 per day	84.00 an hour	55.00 per day
Softball Complex	56.00 an hour	40.00 per day	84.00 an hour	55.00 per day
WKU Soccer Complex	56.00 an hour	40.00 per day	84.00 an hour	55.00 per day

225-350		350+	
Labor	Supplies	Labor	Supplies
112.00 an hour	75.00 per day	140.00 an hour	100.00 per day
112.00 an hour	75.00 per day	140.00 an hour	100.00 per day
112.00 an hour	75.00 per day	140.00 an hour	100.00 per day
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