**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:**

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

*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)
CUSTODIAL SERVICES AGREEMENT

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 restroom 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

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