

## Office of Facilities management / Custodial Services

Note: 3-5 days notice is required

**WB031 410-955-3404 Hours: 8:30 a.m – 5:30 p.m.**

### Furniture arrangement

We can help you layout and arrange furniture for conferences, workshops, continental breakfasts, luncheons, dinners, etc.

### Cleaning

We thoroughly clean all areas associated with the event. After breaks, meetings, luncheons, etc., we clean for the next phase. For special preparation, we can wash windows, strip and polish floors, vacuum and shampoo carpet. The cost for this special service is the same per-hour rate.

### Manpower

We can also provide assistance during the event to help you with auxiliary services, ie., elevator operator, coat checking, etc.

### Rates

*(cost may vary based on man hours and materials used for each event)*

<b>Area/Room</b>	<b>Rate</b>	<b>Hours</b>	<b>Total</b>
Feinstone Hall catering kitchen fee			\$175
9 <sup>th</sup> floor café*, Feinstone Hall	\$20 /hr	8	\$160
Hampton House Deck, Hampton House Café	\$20 /hr	8	\$160
Anna Baetjer Room	\$20 /hr	6	\$120
Classrooms: W2008, W3008, W3030, W4030	\$20/hr	6	\$120
Courtyards, I and II	\$20 /hr	3	\$60
½ Courtyard	\$20 /hr	1.5	\$30
Sheldon & Sommer Hall (free except for tables)	\$20 / hr for table set-up		

<b>Service</b>	<b>Rate</b>
Event setup and breakdown, cleaning assoc w/ event	\$20 /hr

<b>Tablecloths and Skirts</b>	<b>Rate</b>
Formal Cloths (white or green linen)	\$9 /ea
Formal Cloths + Skirts (white or green linen)	\$16 /ea
Informal Cloths (white paper)	\$3 /ea
Informal Cloths + Skirts (white paper)	\$7 /ea

<b>Other stuff</b>	
Bubble Wrap	\$1 /sq ft
Packing Boxes	\$2.25 each

\*Housekeeping may also be able to loan easels for displaying event signs or posters during an event.