**Custodial charges may vary based on the following factors:** length of event, attendance; food and beverage events; furniture set-up needs; trash removal, recyclables, and composting; room and space clean-up after the event; the stocking supplies and cleaning of restrooms. The hourly rate for custodians changes each fiscal year. The rate charged will be the rate at the time of the event.

**1 Custodian, Overtime Rate = $236.40 (59.10/hr)**

|  |  |  |
| --- | --- | --- |
| **EVENT SIZE** | **FAS EVENT** | **HARVARD NON-FAS or NON-HARVARD EVENT** |
|  |  |  |
| **EVENT within SC Dept. space (with food or no food)** | No charge | N/A |
| **EVENT with food on tables in Courtyard** | No charge | 4 hours (minimum) = $236.40 |
| **EVENT for 1-74 people, no food** | No charge | 4 hours (minimum) = $236.40 |
| **EVENT for 1-74 people, with food in Arcade** | Weekdays: No charge Weekends and holidays: 4 hours (minimum) = $236.40 | 4 hours (minimum) = $236.40 |
| **EVENT for 75-250 people, no food, 1-1.5 hr. event** | No charge | 4 hours (minimum) = $236.40 |
| **EVENT for 75-250 people, no food, 2hrs or more event** | Weekdays: No charge; Weekends and holidays: 4 hours (minimum) = $236.40 | 4 hours (minimum) = $236.40 |
| **EVENT for 75-250 people, with food in Arcade** | 4 hours (minimum) = $236.40 | 4 hours (minimum) = $236.40 |
| **EVENT, events in Café, with food** | 4 hours (minimum) = $236.40 | 4 hours (minimum) = $236.40 |
| **EVENT for 251-500 people, no food** | * Weekdays: up to 2 hour event: No charge
* 2+ hour event: 4 hours (minimum) = $236.40
* Weekends: 4 hours (minimum) = $236.40
 | 4 hours minimum (2 custodians): $472.80 |
| **EVENT for 251-500 people, with food in Arcade** | $472.80/ 4 hours minimum (2 custodians) | 4 hours minimum (2 custodians): $472.80 |
| **EVENT for 500+ people, no food** | 4 hours minimum (2 custodians): $472.80 | 4 hours minimum (2 custodians): $472.80 |
| **EVENT for 500+ people, with food** | 4 hours minimum (2 custodians): $472.80 | 4 hours minimum (2 custodians): $472.80 |
| **EVENT for 650+** | Custodial rate to be determined based on event type/needs. | Custodial rate to be determined based on event type/needs. |

**Restroom Attendants for Plaza events:**  1-75 people: 4 hours (minimum) = $236.40
 75+ people: 4 hours minimum (2 custodians): $472.80
 500+ people: Custodial rate to be determined based on size of event.

 **Cabot Library puzzle Tables:** 4 hours (minimum) = $236.40