

FACILITIES DEPARTMENT EVENTS CHARGES - FY 24-25

LABOR RATES

	HOURLY RATE WPI EVENT (Internal)	HOURLY RATE NON-WPI EVENT (External)
Custodian	Jul-Dec \$41.80 Jan-Jun \$43.05	Jul-Dec \$46.80 Jan-Jun \$48.05
Groundskeeper	\$43.30	\$47.30
All trades: Electrician, HVAC Mechanic, Plumber, Painter, Carpenter, Locksmith	\$56.50	\$61.50

Minimum charge of 4 hours for all overtime assignments.

RENTAL RATES

Prices do not include labor unless specified

	WPI/Internal Rate	Non-WPI/External Rate
Tables – all sizes (each)	\$18.00	\$20.00
Chairs (each)	\$4.00	\$5.00
Garden Chairs	\$6.00	\$7.00
Chiavari Chairs	\$8.00	\$10.00
Pipe and Drape (prices per foot) 3' or 8' Tall	\$8.00	\$8.00
14' Tall Standard	\$9.00	\$9.00
14' Tall Premium (includes delivery, setup, breakdown)	\$45.00	\$45.00
Flip Charts and markers (each)	No charge	\$14.00
Podium	No charge	\$20.00
Podium w/ sound	No charge	\$33.00
WPI-Owned Interior Staging	Labor charges only	Labor charges only
Rented Outdoor Staging	Starting at \$2,000	Starting at \$2,300
Tent 40' X 40'	Starting at \$2,200	Starting at \$2,500

A late charge of \$50 will be billed for any event related equipment requested on the day of an event. The background information for this charge will be based on what information was provided on the 25Live events reservation form.