



Augusta State University

AUGUSTA STATE UNIVERSITY
Physical Plant Administrative Office
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Last Revision Date: February 13, 2002

Subject

Set-ups for Private Functions

Purpose

To establish appropriate guidelines for billing overtime hours for set ups for private functions.

Policy and Procedure

All private functions (put on by private individuals or companies and not open to the public) must be approved by the Vice President for Business and Student Services.

All set-ups and / or cleanups for private functions such as weddings, receptions, recitals, etc. will be done after regular working hours. The customer / responsible party will be billed for all hours worked at the current overtime rate set each fiscal year by the Budget Manager.

After the event is over, the number of overtime hours worked will be given to the Facilities Event Coordinator who will then enter these charges on the final invoice. (See procedure for Special Events Billing, which is in the process of being written.)

Approved: Therese H. Rosier 2-15-02
Therese H. Rosier Date