

FMO Special Event & Moving Assistance Policy

Request Submission:

- Requests must be submitted at least three (3) business days in advance of the set-up date
- Requests submitted in less than three (3) business days in advance will be rejected
- If you need last minute help, please refer to our **Alternative Resources**

To submit your request, please use the **Event Assistance** or **Assistance Moving Items** buttons on the [FMO Work Request page](#)

Cancellation Policy:

- Cancellation communications must be made at least 48 hours in advance of the set-up date.
- For weather related decisions, please try to decide within 24 hours of the set-up date. For weekend events, weather related decisions must be made by Friday at 2:00 pm. Please keep us informed on whether the event will be cancelled or rescheduled.
- If you fail to notify us about the event cancellation, you will be charged for the full amount of the event set up.

To cancel an event or make a change to your Facilities event assistance request, please call Work Control at 610-519-4420 with your work order number for reference.

Cost Structure:

- The labor rate is \$35 per hour per Technician during business hours
- After hours and Saturday events are subject to a time and a half labor rate
- Sunday events will be charged at a double time labor rate

Moving Assistance Guidelines:

- We will be happy to assist with moving related jobs that require no less than 2 man-hours, translating to a minimum of a \$70 labor cost per job
- Moving requests are limited to a maximum of 120 pounds
- If your request does not fall within these parameters, please refer to our **Alternative Resources**

Outdoor Table Needs:

- Grounds can provide **outdoor** tables (5 or less) when requested through [VenueVU](#) and the [FMO Work Request page](#). **The Grounds Department is no longer providing table set up for indoor spaces.**
- Villanova Catering will provide food tables in conjunction with your outdoor catering order and do not need to be requested through Facilities.

Indoor Table Needs:

- Villanova Catering will provide food tables in conjunction with your indoor catering order and do not need to be requested through Facilities.
- If your event requires additional indoor tables, please follow the [VenueVU](#) reservation process and follow up with the Building Manager or Area Coordinator as many areas have tables available. In the event that your desired location does not have indoor tables, please refer to our **Alternative Resources**.

Poster Board/Easel Needs:

- Poster board/easels can be reserved for only these designated event spaces: Villanova Room in Connelly, Drosdick (first floor only), and Mendel (first floor only), as well as The Inn at Villanova.
- If you require poster boards, please reserve a space through VenueVU in one of these designated locations and submit a separate Facilities request.

- Please note, the Grounds Department does not own the poster boards; they are purchased by the Provost's office, the Grounds Department simply delivers the available boards.

Alternative Resources:

- Third party vendors
 - Movers:
 - Wayne Moving & Storage – (610) 436-6683
 - Relocation Project Managers – (856) 428-5198
 - BK Movers – (609) 641-8660
 - Event setups and rentals:
 - Anthony's Party Rentals – (610) 272-2800
- Building/Area Manager
- Student employees
- Department self set up

Thank you for helping the Grounds Department prioritize our main objective of maintaining the grounds and keeping the campus beautiful.