Basic SPS Service Costs for Events FY25

**Basic Services During Normal Business Hours (7am to 3:30pm, M-F). Hourly Rate = $48.29**

1. **Delivery of Sign Standards**  
   Example: 5pcs – 1 hour delivery and 1 hour for pickup.

2. **Delivery of Regular Wooden Podium with Seal**  
   Example: 1pc – 2-hour delivery and 2-hour for pickup.

3. **Delivery of Acrylic Presidential Podium**  
   Example: 1pc 2-hour delivery and 2-hour for pickup. Delivery location varies the number of charges.

4. **Delivery of Presidential Wooden Podium**  
   Example: 1pc 2-hour delivery and 2-hour for pickup. Delivery location varies the number of charges.

5. **Delivery of Trash boxes**  
   Example: 5pcs – 1 hour delivery. Each box cost $10.

6. **Event setups labor charges**  
   Example: Setup a conference room – 10 hours for labor charges. Depends on what is the setup is and how big is the room. The same thing with reset.

7. **Delivery of fencings**  
   Example: 5pcs 2-hour for delivery and 2-hour for pickup.

**Off Hours (Before 7am and after 3:30pm, M-F, and weekends). Hourly Rate = $72.44**

*Note: Charges may change for late/last minute requests.*

*All requests require a checklist to be submitted with FPM Events. Please visit following link:

[Facilities Management Services - USC Facilities Planning Management](#)