

## 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](#)