

SUBJECT: Reflecting Pond Facilities Event Support Rates	Effective Date: 3/21/17	Policy Number: FSP 2017 UES0002	
	Supersedes:	Page 1	Of 2
	Responsible Authority: Director, Utilities & Energy Services		

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all personnel, departments, or units hosting events at the Reflecting Pond.

DEFINITIONS:

F&S: Facilities and Safety
 LNR: Landscape and Natural Resources
 SDES: Student Development and Enrollment Services
 UES: Utilities and Energy Services

POLICY STATEMENT:

The Reflecting Pond is maintained by F&S. The 225,000 gallon artificial pond was constructed in 1967, serves as a prominent hub for university events and activities, and provides an iconic background for all to enjoy and photograph. UCF places a high priority on maintaining this iconic landmark in a safe and pristine manner. Many events are held at the Reflecting Pond; thus, special care is necessary to avoid contaminating and degrading the quality of the water. The Reflecting Pond may require additional water treatments before or after an event, and the hosting organization will be billed for these expenses.

POLICY:

To request and schedule all Reflecting Pond events:

1. Review F&S Policy FSP 2017 FS0009, “UCF Reflecting Pond,” and the SDES Reflecting Pond Policy.
2. Complete and submit the Safety Action For Event (SAFE) Form.
3. Complete and submit the SDES Pond Reservation Form.
4. Submit a Work Order at least 30 days in advance at <http://fo.ucf.edu/crform> to determine if F&S services are required to support the event. Include the following information:
 - a. Point of contact, including name, email address, and primary phone number
 - b. Department name
 - c. UCF funding account number
 - d. Brief description of the dates, times, and durations, and overview of the event

All requests will be scheduled on a first-come, first-serve basis. F&S reserves the right to reject any request, and will serve as the primary clearinghouse for all requests.

To ensure that the Reflecting Pond remains in pristine condition, it may need to be drained after an event. The hosting organization will be billed for labor and materials, including the cost for the water and its chemical treatment. F&S will provide its best estimate of the associated costs; however, event conditions and cleanliness of event-goers may ultimately cause more contaminants than expected. F&S will determine if it is necessary to drain the pond after an event.

Listed below are the hourly rates and typical associated costs to support approved Reflecting Pond event requests. All rates are subject to change.

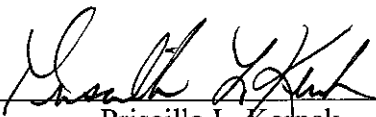
Event Support Description	Business Hours*	Off-Hours**
UES Hourly Labor Rate of \$67.74 (3 Hour Minimum)	\$203.22	\$304.83
LNR Hourly Labor Rate of \$31.18 (3 Hour Minimum)	\$93.54	\$140.31
Reflecting Pond Draining (Typical)		
Water/Waste Water charge for 225,000 gallons	\$1,737.00	\$1,737.00
Chemicals to treat make up water	\$440.00	\$440.00
Labor to flush, chemically treat, and restore water	\$697.82	\$1,046.73

* Business Hours – Monday - Friday 7:00am - 3:30PM

** Off-Hours – Observed university holidays and anytime outside of normal business hours

REFERENCES:

- Facilities Operations Labor Rates
<http://fo.ucf.edu/laborrates>
- Rate Information [UES INFO UTL 001]
<http://energy.ucf.edu/sites/default/files/docs/Rate%20Information.pdf>
- Safety Action For Event (SAFE) Form
<http://safe.sdes.ucf.edu/>
- SDES Reflecting Pond Policies
<http://directory.sdes.ucf.edu/file/337/documentreflecting-pond-policies.pdf>
- SDES Reflecting Pond Reservation Form
<http://studentunion.ucf.edu/reservations/reflecting-pond>
- UCF Reflecting Pond [FSP 2017 FS0009]
<http://fs.ucf.edu/sites/default/files/policies/UCF%20Reflecting%20Pond-%20signed%201-17.pdf>

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	