

Recognized USC Student Organization Co-Sponsorship Form

As a USC Recognized Student Organization (RSO), your organization has the privilege to host your event in Trojan Event Services venues at a discounted rental and staffing rate. USC, Student Life/Trojan Event Services and Campus Activities allow student organizations to have their events co-sponsored. Please reference The USC Student Handbook. (https://policy.usc.edu/studenthandbook)

Please be sure to review the USC Student Handbook for a complete list of the Student Organization Co-Sponsorship Policy. Below are additional Trojan Event Services Student Organization Co-Sponsorship requirements.

- 1. The main contact from the student organization must be present at all meetings, walkthroughs and on the day-of the event for the entire duration of the event reservation time as the primary producer of the event.
2. The primary target audience and attendees for the event must be USC students.

Any violation of the university Co-Sponsorship Policy will result in your Student Organization losing all discounted student organization rental rates and staffing for twenty-four (24) consecutive months following your event date. Note: You may continue to host events in these venues but will be charged the Non-USC Client rate.

Please complete the below form and return to your venue's Production Manager. The form must be completed as part of your event planning process.

By signing the below form, I have read and fully understand the USC Student Handbook Student Organization Co-Sponsorship Policy and the additional co-sponsorship requirements of Trojan Event Services. I understand that any violation of the policy will jeopardize the status of the Student Organization and result in revoked privileges in the following Trojan Event Services venues: Ballroom, Bovard, The Franklin Suites, The Forum, Tommy's Place and Select Outdoor Venues. Please note that this policy does not affect the Tutor Campus Center (TCC) Meeting Rooms.

Name of Student Organization: _____

Primary Student Organization contact person's cell phone number: _____

Event Date(s): _____

Event Venue (please check all boxes if in multiple locations):

- Ballroom, Bovard/Bovard South Lobby, Franklin Suites (TCC 350/351/352), The Forum (TCC 450), Tommy's Place or Traditions, Outdoor

Please check one box: My event WILL be co-sponsored. My event will NOT be co-sponsored.

Print Student's Name _____

Student's Signature _____ Date: _____