USC
UNIVERSITY OF SOUTHERN CALIFORNIA

USC TROJAN EVENT SERVICES
3607 Trousdale Parkway Tutor Campus Center (TCC) 425
Los Angeles, CA 90089-3103 213-764-4943 office

Trojan Event Services Terms and Conditions

A. General Use Policy: Purchaser and all guests of USC facilities must agree to comply with University of Southern California ("USC" or "University") rules, regulations and policies as outlined in the USC Student Handbook (https://policy.usc.edu/studenthandbook/). Purchaser and all guests must also comply with appropriate state and federal laws, fire and police department rules and regulations.

1. **Applicable Law and Dispute Resolution:** This Agreement shall be governed by the laws of California and the policies of the University of Southern California. All disputes arising under or in connection with this Agreement shall be submitted to JAMS or successor organization for binding arbitration by a single arbitrator. The arbitrator shall be selected by JAMS in an impartial manner determined by it. The arbitration hearing will be commenced within one hundred eighty (180) days of the filing of an arbitration demand with JAMS by any party hereto, and a decision shall be rendered by the arbitrator within thirty (30) days of the conclusion of the hearing. The arbitrator shall have complete authority to render any and all relief, legal and equitable, appropriate under this Agreement. The arbitrator shall award costs of the proceeding, including reasonable attorneys' fees, to the party determined to have substantially prevailed.
2. **No Discrimination:** The University is an equal opportunity institution and subscribes to all requirements of federal law not to discriminate with respect to students, employees, applicants or University programs on the basis of sex, race, color, national origin, sexual origin, religion, age, handicap or veteran status.
3. **Assignment:** Purchaser may not assign, transfer, sublet or otherwise dispose of this Agreement or its rights to the Facility to any party without the University's express written consent.
4. **Group Categories:** Reservation policy, fees, and paperwork requirements are determined by the group or organization requesting space and the nature of each individual event being held. Below is a guideline of the different group categories. This list serves as a guideline and is not all-inclusive. The group category will be determined by USC's Trojan Event Services ("Trojan Event Services").

   i. USC Recognized Student Organization (RSO)
   1. Meetings and events produced and funded by recognized student organizations in good standing.
   2. Event provides a direct benefit to the student organization or the USC student body.

   ii. University Department
   1. Events produced and funded by USC departments where attendees are USC faculty, staff, students or general public (such as meetings, staff training and lectures).

   iii. Non-University Events

1. Events organized by individuals (such as wedding receptions, birthday and graduation parties).
2. Events coordinated by a USC department or registered student organizations in which less than 25% of attendees are USC students, faculty or staff (such as conferences).
3. Events organized by non-profit organizations (such as fundraisers and silent auctions).
4. Events organized by any non-USC entity.

5. **Insurance:** If the Purchaser is not a University recognized student organization, office, or department, Purchaser shall provide liability insurance for itself and all of its participants with no less than $1,000,000.00 general liability and $1,000,000.00 auto liability. The University is to be named additional insured on that policy. Purchaser shall provide Worker's Compensation with statutory limits. Purchaser shall provide the University with a certificate of said insurance no less than fifteen (15) days prior to the commencement of the event. This form must have a 30-day cancellation notice. The University must be given notice of cancellation/modification of said insurance.
6. **Required Approvals:** In addition to entering into this agreement and the arrangements the Purchaser is making with Trojan Event Services, the Purchaser will need to obtain approvals from other offices of the University. The University may cancel the event if all required approvals have not been obtained at least two weeks before the event. Some departments require additional paperwork and fees. To begin the approval process, the University requires every event to submit a USC Event Permit Application (UEPA) online at http://adminopsnet.usc.edu/department/fire-safety-and-emergency-planning/online-forms/usc-events-permit-application. These additional approvals include the following:
   i. **Security: The Department of Public Safety (DPS).** Purchaser must contact the USC Department of Public Safety no less than two weeks before the event. DPS will determine whether the event will require any fees and special security to protect the University's property, students, faculty, staff and visitor.
   ii. **Catering: USC Private Events and Conference.** Food and Beverages shall only be served by arrangement with an on-campus food service provider, approved USC food vendor or approved self-catered events.
   iii. **Parking: USC Transportation Services.** An event being attended by persons coming to the University's campus specifically for the event may require a parking reservation and must be approved by the University's Transportation and Parking Management.
   iv. **Facilities Planning & Management.** Events taking place in outdoor areas, having special electrical or custodial needs must be approved by the University's Facilities Planning & Management department. Fees may apply.

v. **Fire Safety and Risk Management.** Events may require special permits or other safety measures, determined by the University's Fire Safety and Risk Management Department.

vi. **Cultural Relations and University Events.** Events involving political leaders, dignitaries, and celebrities must obtain clearance from the office of Cultural Relations and University Events.

viii. **Campus Filming Office.** Events being recorded and/or photographed must obtain the approval of the University Campus Filming Office. Additional broadcast and recording permits may be required.

For contact department contact information visit: www.trojanevents.usc.edu

7. **Retention of Privileges:** The failure of the University to insist upon strict or prompt performance of these policies agreement shall not constitute or be constructed as a relinquishment of the University's right thereafter to enforce the same strictly according to the terms thereof in the event of a continuous or subsequent default by Purchaser.

B. Facility Use

1. **Audio/Visual equipment:** LCD projectors, TV/DVD, wired/wireless microphones, floor podiums, etc. may be reserved through Trojan Event Services. A/V arrangements must be finalized at least three (3) weeks prior to your event. Additional staffing and rental fees apply to most A/V requests. Any changes made less than three weeks in advance of the event date are subject to resource availability and surcharges.
2. **Comparable Space:** The University reserves the right to grant priority use to events that require multiple rooms and to relocate smaller events to campus locations that have comparable space. If Purchaser is relocated, notifications will be provided to its designated representatives before the start of the event or at the earliest possible time.
3. **Defacement of Property:** Purchaser agrees to ensure the condition of the Facility and to restore the Facility to its original condition as of the date Purchaser occupied the premises. Any repairs needed for damage done to the Facility by Purchaser or by any person who may be in or upon the premises under Purchaser's direction shall be paid by Purchaser. The fees may also be paid by the Purchaser's cleaning and damage deposit. The determination of the amount of such loss or damage shall be made by the University and Trojan Event Services in its sole and absolute discretion.
4. **Decorations:** All decorations require pre-approval from Trojan Event Services at least three weeks prior to the event. All equipment, decorations, etc. provided by the group must be brought into the event space during the reservation's start time and removed immediately following the event and before the reservation's end time. Failure to remove all event collateral will result in cleaning fees.

   i. **Prohibited items**:

1. Taping, stapling, gluing or otherwise attaching items to any walls, doors, curtains, windows, posts, columns, floors or ceilings.
2. Glitter and confetti.
3. Fog machines and bubble machines.
4. Candles, flames of any kind, or pyrotechnics.
5. **Removal of Property:** Purchaser agrees that all materials pertinent to the event that are not the property of the University will be removed from the Facility immediately after termination of the event(s) hereunder. Failure to do so will mean that the Purchaser's effects are abandoned and will be disposed of by the University. A cleaning fee may apply.
6. **Room Configurations:** Purchaser must select desired set up from list of available room configuration options at the time of reservation request. Approved room configurations are ultimately determined by Trojan Event Services and the office of Fire and Life Safety. Available room configurations are based on the capacity and furniture needs for the event or meeting being requested. Unapproved room configurations will not be accommodated. Minor changes can be made to the room set up until two weeks prior to the event and subject to approval. Changes made within two weeks of the event will only be accommodated if staffing and resources are available. Additional fees may apply.
7. **Storage:** Trojan Event Services does not have storage space for event deliveries, rentals, decorations, etc. All event collateral must be delivered and picked up within the reservation time allotted for your event. Materials not picked up immediately following your event will be discarded. Rental equipment not picked up immediately following your event will incur a servicing fee, possible staffing and/or rental fees for rescheduled pick up times.
8. **Time Restraints:** Groups are allowed access to their reserved space at the times listed on their reservation. If your group needs additional time to decorate or set up for your event, please notify Trojan Event Services to ensure that the room will be available at that time. Additional rental charges and staffing fees may apply to groups that do not adhere to their reservation times.
9. **Venue Capacity:** Purchaser will not permit occupancy more than the capacity of the Facility and the room's configuration as determined by the University.

C. Payment

1. Non-University Groups:

i. **RTCC Events**: A non-refundable deposit of $500.00 for meeting rooms is due 5 business days after the initial processing of your event or meeting request (the "Deposit").

ii. **Bovard Events**: A non-refundable deposit of $500.00 is due 5 business days after the initial processing of your event request (the "Deposit").

iii. **Outdoor Events**: A non-refundable deposit of 25% of the total reservation cost estimate is due 5 business days after the initial processing of the event request (the "Deposit").

iv. **For all venues:** Failure to remit the Deposit may result in the cancellation of your reservation hold. Final payment is due from Purchaser twenty-one (21) days prior to the event date. Payment must be in the form of a cashier's check, money order, or credit card (Visa, MasterCard, Discover) only. Cash, personal or group checks are not accepted. Failure to remit payment on time will result in the cancellation of your reservation and event services. When a refund is due to Purchaser, a check will be issued by the University six to eight weeks following the initial refund request.

2. University Departments:

i. **RTCC Events**: A non-refundable deposit of $75.00 for meeting rooms is due 5 business days after the initial processing of your event or meeting room request (the "Deposit").

ii. **Bovard Events**: A non-refundable deposit of $300.00 is due 5 business days after the initial processing of your event request (the "Deposit").

iii. **Outdoor Events**: A non-refundable deposit of $200.00 for Student Organizations and $200.00 for University Departments is due 5 business days after the initial processing of your event request (the "Deposit"). Late cancellations and no shows will result in a loss of the deposit.

iv. **For All venues:** Failure to remit the Deposit may result in the cancellation of your reservation hold. Final payment is due from Purchaser twenty-one (21) days prior to the event date. Payment must be in the form of a cashier's check, money order, internal requisition or credit card (Visa, MasterCard, Discover) only. Cash, personal or group checks are not accepted. Failure to remit payment on time will result in the cancellation of your reservation and event services. When a refund is due to Purchaser, a check will be issued by the University six to eight weeks following the initial refund request.

3. Recognized USC Student Organizations:

v. **RTCC Events**: There is no cost for USC recognized student organizations to use the RTCC meeting rooms. For use of the Trojan Grand Ballroom, a non-refundable deposit of $300.00 is due 5 business days after the initial processing of your Event Status Report (ESR) (the "Deposit").

vi. **Bovard Events**: A non-refundable deposit of $300.00 is due 5 business days after the initial processing of your event request (the "Deposit").

vii. **Outdoor Events**: A non-refundable deposit of $100.00 is due 5 business days after the initial processing of your event request (the "Deposit"). Late cancellations and no shows will result in a loss of the deposit.

viii. **For all venues**: Failure to remit the Deposit may result in the cancellation of your reservation hold. Final payment is due from Purchaser twenty-one (21) days prior to the event date. Payment must be in the form of a cashier's check, money order, internal requisition or credit card (Visa, MasterCard, Discover) only. Cash, personal or group checks are not accepted. Failure to remit payment on time will result in the cancellation of your reservation and event

services. When a refund is due to Purchaser, a check will be issued by the University six to eight weeks following the initial refund request.

D. Cancellation:

1. **Cancellation Deadlines**: The University maintains the right to cancel the event if the University's charges are not paid on time as described in Section C above. The University also maintains the right to cancel the event if any required approval has not been obtained two (2) weeks before the event as described in Section A(5) above. The University reserves the right to cancel the event, terminate the event after it has begun or require any person attending the event to leave the University's property if Purchaser or any such person does not comply with USC policies, fails to comply with the directions of University staff or officials or if the University determines that it cannot ensure the safety of the University's property, students, faculty, staff, or visitors.
   - **i.** If you need to cancel a reservation, please do so as early as possible so that the space may be booked for other groups. Cancellations made after the indicated deadlines will result in fees. Cancellations must be made in writing.
   - **ii.** Meeting rooms – **must be cancelled two weeks prior to the event to avoid penalty.**
     1. Late cancellations and no shows for meeting rooms will be subject to a cancellation fee of $50 or 100% of rental and staffing fees, whichever is greater.
   - **iii.** Trojan Grand Ballroom/Bovard Auditorium/Tommy's Place/Traditions/Outdoor Venues – **must be cancelled at least three weeks in advance of the date of the event.**
     1. Late cancellations and no shows for the Grand Ballroom/Bovard Auditorium/ Tommy's Place/Traditions/Outdoor Venues will be subject to a cancellation equal to the actual room rental and staffing charges or $50 for areas with no room rental charges.
   - **iv.** All reservable spaces are monitored for attendance and no shows are reported to Trojan Event Services. After two no shows, Trojan Event Services reserves the right to cancel the remaining events in the series, if applicable.
2. **Evacuation of Facility:** Should it become necessary in the judgment of the University to evacuate the Facility because of a threat to public safety, Purchaser shall retain the use of the Facility for sufficient time once the Facility has been determined safe to enter at no additional charge, provided such time does not interfere with another user. If it is not possible to complete the event, the Facility fee will be forfeited, prorated, or adjusted at the discretion of the University and Purchaser agrees to waive any claim for damages or compensation from the University.
3. **Interruption or Termination of Event:** The University shall retain the right to cause interruption or termination of any performance or event when, in its sole and absolute discretion, such action is in the interest of public safety.

4. **Unavoidable Happening:** If the University, at its sole discretion, must cancel an event due to circumstances out of its control, including without limitation: weather, loss of power, fire, terrorism, casualty, labor strike, or other occurrence which renders impossible the fulfillment of the terms of this Agreement, the Purchaser shall have no right or claim for damages against the University. The University is not obligated to refund rental or staffing charges nor to reschedule the event.

E. Staffing:

1. **University Services and Personnel:** The University agrees to provide the venue(s), equipment and other facilities at the date(s) and time(s) and for the event(s) described on the Event Status Report (ESR) provided for this Agreement. In addition, the University will secure and the Purchaser will pay for all necessary staffing. These personnel will be available before the event to help set up the event facility, during the event to answer questions, respond to emergencies, oversee the use of the University's facilities and after the event to ensure the client has cleaned and cleared the room.

F. Amplified Sound:

1. To maintain the academic environment at the University, the use of amplified sound equipment in open areas must be approved by Trojan Event Services. Amplified sound is defined as any form of equipment (i.e., microphone, speakers, amplifiers, bullhorns, musical instruments) used to increase sound levels or any object that does not require equipment to project its sound. In some cases, large group singing is also considered amplified sound. Events involving high sound levels may not be scheduled during regular classroom instruction if the possibility of interference exists. Any recognized student organization or university department may reserve one of the designated open spaces for sound amplification.
2. The use of outdoor areas for amplified events is limited by the nature of the given area and the probability of interference with official university functions. In general, moderate amplification (not more than 90 decibels, "A" weighted, measured 45 feet from the front center of the stage) is allowed at Hahn Plaza (adjacent to Tommy Trojan) from noon to 1 p.m. Monday-Friday. A sound check will be permitted from 11:50 a.m. to noon. All other requests for amplified sounds will be reviewed on a case-by-case basis by Trojan Event Services for final approval.

G. Participants:

1. **Indemnity:** Purchaser assumes complete responsibility for the conduct of the persons attending the event and the condition of the University's property and facilities after the event. Purchaser must return the University's facilities to the condition they were in before the event. Any costs incurred by the University in cleaning or repairing the University's facilities after the event will be assessed to the Purchaser and may be deducted from any cleaning and damage deposit placed by the Purchaser. The University assumes no responsibility for the loss, theft, or damage of personal property or damage to the person for the Purchaser or any of its event participants or guests. Purchaser agrees to indemnify and hold the University and its employees, contractors and agents harmless from and against all claims, damages, actions,

liabilities, costs and demands arising from Purchaser's and Purchaser's event participants' and guests' use of the University's facilities.

2. **Limitation of Liability**: Notwithstanding anything to the contrary contained herein, to the maximum extent permitted by law, in no event will either party be responsible for any incidental, consequential, indirect, special, punitive, or exemplary damages of any kind, including damages for lost goodwill, lost profits, lost business or other indirect economic damages, whether such damages arise from claims based upon contract, negligence, tort (including strict liability) or other legal theory, resulting from a breach of any warranty or any other term of this agreement, and regardless of whether a party was advised or had reason to know of this possibility of such damages in advance.
3. **Objectionable Persons:** The University reserves the right to eject from the Facility any objectionable person. Neither the University nor its employees shall be liable to Purchaser for any damages that may be sustained through the exercise of such a right.

H. ADA Compliance

1. **Accessibility:** Assisted listening devices are available for use in some locations and can be arranged in advance through Trojan Event Services. The Bovard Auditorium Traditions and Grand Ballroom stages are accessible via ramp. Tommy's Place stage is accessible via an ADA lift.
2. **Service Animals:** Purchaser and its participants shall not bring any animals, with the exception of properly **trained and certified** service animals, into the Facility.

I. Promotion: Purchaser may not advertise for any event in which there are outstanding payments or approvals. Purchaser agrees that all advertising for the event will be honest and true and will include accurate information regarding performance or event time and ticket prices. No advertising or publicity may state or imply that the University sponsors or is responsible for Purchaser's activities in the Facility. All advertising must adhere to the policies as outlined in USC Student Handbook (available at https://policy.usc.edu/studenthandbook/). Except as required by law or permitted by this Agreement, Purchaser shall use the name, logo, trademark, or symbol of USC or its affiliates without the prior written consent of USC.

J. Broadcast and Recording Rights: The University reserves all rights and privileges for outgoing television and radio broadcasts originating in the Facility and for recordings either audio or visual, made in the Facility and intended for public distribution. These rights may be granted to Purchaser only pursuant to a USC Film Production Contract and/or Licensing Agreement. For more information regarding obtaining a USC Film Production Contract and/or Licensing Agreement, please contact the *USC Campus Filming Office at 213-713-3767*. All camera and equipment set up must obey Fire Safety codes at all times.

K. Food and Beverage: Food and Beverages shall only be served by arrangement with an on campus food service provider, by approved USC food vendor or by approved self-catered events. All events serving food are required to submit a cleaning deposit. Self-catered events are responsible for their own clean up and garbage removal. Failure to sufficiently clean the venue or remove trash will result in the loss of the cleaning deposit and/or fines.

L. Alcohol Policy: The illegal or abusive use of alcohol and/or other drugs by students, faculty, or staff adversely affects USC's commitment to provide an environment of excellence in teaching, research, and learning. As members of the USC community, we all share in the responsibility for creating and maintaining a healthy and productive environment for work and study alike. With this responsibility comes the obligation to be involved in preventing problems caused by the abuse of alcohol, tobacco and other drugs. USC's comprehensive approach to addressing substance abuse emphasizes:

1. Taking effective steps to create and maintain a drug-free workplace and educational environment for students, faculty and staff.
2. Providing continuous access to medical and behavioral healthcare services, along with referrals to off-campus treatment facilities as appropriate.
3. Engaging in a robust health promotion process that includes reorienting all sectors towards prevention, the development of personal skills and systemic environmental management.
4. Encouraging individuals who are diagnosed with at-risk substance abuse disorder or are otherwise experiencing problems associated with alcohol and other drugs to seek assessment and treatment.
5. Engaging in ongoing self-assessment of university sanctions for the illegal manufacture, distribution, use or possession of drugs and the unlawful possession or use of alcohol.

(Taken from https://policy.usc.edu/drug-free/ . *USC Drug-Free – Prevention, Education and Counseling Services* along with
University Policies and Procedures for Preserving a Drug-Free Workplace and Study Environment – hereafter referred to as *USC Drug-Free*.)

With this approach in mind, the University has expectations concerning alcohol use on campus which directly correspond to California and Los Angeles laws and ordinances and include, but are not limited to, the following provisions:

- The purchase, possession, or consumption of any alcoholic beverages (including beer and wine) by any person under the age of 21 is prohibited.
- Alcoholic beverages will not be provided to individuals less than 21 years of age.
- The selling, either directly or indirectly, of alcoholic beverages (including beer and wine) except under the authority of a California Alcoholic Beverage Control Board license is prohibited. This includes selling cups, mixes, ice, tickets for admission, required donations, etc.
- The serving of alcohol to an intoxicated person or to the point of intoxication is prohibited.
- The manufacture, use or provision of a false state identification card, driver's license, or certification of birth or baptism is prohibited.
- The act(s) of being drunk and disorderly in public view, including on public sidewalks and walkways, is prohibited.

- The consumption of alcoholic beverages in a public place (unless licensed for consumption of alcohol on the premises) is prohibited. This includes a prohibition of alcoholic beverages in public areas of academic facilities, recreation fields, university housing corridors, and lounges.
- Operating a motor vehicle, bicycle, skates, or scooters while under the influence of alcohol is prohibited.
- The possession of an alcoholic beverage in any open container in a motor vehicle, or while operating a bicycle, skates, skateboard, or scooter is prohibited regardless of who is driving and whether one is intoxicated (taken from *USC Drug-Free*).
- Behavior that is disruptive or abusive to others as a result of using intoxicants.

Alcohol and Event Planning: Since the consumption of alcoholic beverages is prohibited (unless licensed for consumption of alcohol on the premises), any event being sponsored or hosted by a campus individual, university-recognized group, department, or office, must get approval to serve alcohol. All student organizations must have permission to serve alcohol at their events. The Office of Fraternity and Sorority Leadership Development must approve requests to serve alcohol for all organizations within the Asian Greek Council, the Inter-Fraternity Council, the Multi-Cultural Greek Council, the National Panhellenic Council, the Panhellenic Council and the Independent Greek Council. All other student organizations should contact the Office of Campus Activities for additional information. Approval must be obtained for all events on campus, on Fraternity/Sorority Row, or at the USC Hotel. For approval and copies of the detailed protocol on serving alcohol on campus, call:

- Campus Activities, SKS 410, 213.740.5649
- Office of Fraternity and Sorority Leadership Development, TCC 330, 213.821.1639
- USC Private Events & Conferences, 213.740.5956

M. Parking: An event being attended by persons coming to the University campus specifically for the event will require a parking reservation and must be approved by USC Transportation Services. Options for event parking include: pre-event reservations by client or day of self parking by attendees. Oversize vehicles, event site parking, deliveries, pick ups, and vendor loading/unloading all require advanced approval and special permitting by the department of Transportation Services.

N. Vehicular Access: There are no designated parking spaces for the Ronald Tutor Campus Center. If you need access to the loading dock for event load in/load out, access must be arranged in advance with Trojan Event Services. There is no vehicular access, electric cart or bicycle parking allowed in International Plaza. Vehicles parking in this area will be ticketed and/or removed.

O. Admissions/Ticketing:

1. If your event requires Assigned Seating tickets, you can print your own tickets.
2. If you are providing your own tickets, you must provide Trojan Event Services with an example of your ticket prior to the event.

3. All cash collection/ticket sales at the event require the approval of Trojan Event Services and the Department of Public Safety.

P. Fundraising:

1. Taken from The USC Student Handbook: (https://policy.usc.edu/studenthandbook/)
   - **i.** All recognized student organizations (RSOs) are permitted to fundraise. However, RSOs (or individual members while acting in any capacity for the organization) may not:
     - **a** Conduct for-profit or commercial activities (or facilitate the for-profit or commercial activities of others).
     - **b** Conduct a business (or facilitate conducting the business of others).
     - **c** Act as (or create the appearance of acting as) a liaison, representative, agent, facilitator, face or front for another business, person or entity.

This should not be confused with fundraising. All recognized student organizations are permitted to fundraise on their own behalf. However, student organizations may only pursue fundraising activities to benefit their student organization, another university student organization, or an outside philanthropic agency or relief effort with prior approval from the Campus Activities department. No individual student(s) may receive any type of benefit or payment in connection with any of these activities either in the form on money, trade, discounts and/or other goods or services.

- **ii.** All recognized student organizations wishing to fund-raise must have a complete fund-raising form on file with Trojan Event Services prior to collecting any money or goods. Fund-raising forms are available in Trojan Event Services, online at *www.trojanevents.usc.edu* or by emailing SCevents@usc.edu.
- **iii.** Organizations collecting to benefit an outside agency or relief effort must submit a letter of approval from said agency or effort to Trojan Event Services and Campus Activities prior to collecting any money or goods.

Q. Student Organization Co-Sponsorship Policies: As many student organizations and departments co-sponsor events with outside agencies, we want to make sure that you are aware of what constitutes co-sponsorship. If you are hosting an event with an outside organization please be aware that:

a. The student organization or department must be the primary contact for Trojan Event Services and all documents including any advertisements.
b. The main contact from the student organization must be a current, full-time student and member of the student organization.
c. The money must be paid by the student organization or department and not the outside agency for any fees owed to the University.
d. The student organization or department must be the primary name/production entity listed on all advertisements and promotional materials.
e. The main contact from the student organization or department must be present at all meetings, walkthroughs and the entire reservation time on the day of the event.

f. Student organizations or departments may not bring a business to campus as a vendor. Businesses can only come to campus if a pre-existing event is occurring. For more information, refer to the Sales & Fundraising Policies in The Student Handbook.
g. Student organizations co-sponsoring events with university departments will only be considered the primary producing entity if all of the above conditions apply. Student organization policies only apply to events for which the above conditions are met.
h. For Student Organizations: All money made from the event (if any) must follow the guidelines listed in The Student Handbook. The policy is as follows:

Conduct fundraising efforts within the stated Sales and Fund-Raising Policies of the university (see The Student Handbook).

If the university suspects that you are in violation of these guidelines, your event may be charged off-campus rates for the venue, and/or be canceled as well as you will forfeit any deposits.

R. Rental Equipment from Non-USC Vendors: All rentals from outside vendors must be disclosed at least three (3) weeks prior to the event. Items such as staging, tents, plants, flowers, balloons, dance floors, audio-visual equipment, etc., are permissible with prior approval. Vendors not already approved by the University must provide proof of Liability Insurance prior to the event.

Should you require tents, unique structures, stages, barbeques, live animals or inflatable items, certain policies and procedures that must be followed. You may be required to secure additional approvals and permits. Please contact SCevents@usc.edu for additional information.