University Student Center
Meeting and Event Services Procedures
Effective as of November 7, 2013

Description of Meeting and Event Services
Meeting and Event Services is located in the Administrative Office of the University Student Center (USC) and is responsible for the coordination of activities and events within the USC, Davis 130 and Harbor Hall. The services offered by the office include, but are not limited to,

- venue reservation
- event review
- furnishing and arrangement of room setups
- coordinating event staff, security, and University Police
- coordinating audio visual services
- assisting with catering and food services needs and release forms

General Guidelines for Space Reservation

- Event space in the University Student Center is available for use by registered Student Organizations, University Departments, and Non-University entities.
- Other campus locations may be available through coordination with other University offices (i.e. Campus Recreation, Physical Plant, etc.) Meeting and Event Services does not schedule classroom space for Student organization, departments, and non-university groups. If classroom space is needed in conjunction with Meeting and Event Services managed spaces, the organization should make those arrangements separately.
- Patrons that request space in the USC or USC outdoor areas will sent an event confirmation via email. The reservation confirmation itemizes rental rates, Audio/Visual Support and other support requirements. Your event is not considered confirmed until you confirm receipt of the email.
- Meeting and Event Services will reply within 7 working days with: confirmation, request for more information, or denial.

Definition of Client Groups

- **Student Organizations**: Must be officially registered, and be in good standing, with the Department of Student Life and Engagement.
  - Student Groups not registered with the Department of Student Life and Engagement will be considered a non-University entity. Student organization events are conceptualized, planned, and managed by a registered student organization and which support the mission and...
objectives of the organization. In addition, members of the student organization must be the original requesters, the primary organizers, and coordinators of the event.

- **University Departments**: Must be officially recognized by the University as being a representative of USFSP. University department events must consist of a minimum of 75% USFSP students and staff and be conceptualized, planned, paid for and managed by current faculty/staff and which support the mission and objectives of the organization.

- **Non University Entities**: Any group or individual that is hosting an event that is not planned and executed by a USFSP- affiliated group or does not further the mission, vision, or goals of USFSP or its affiliates.

- **University Sponsored Events**: Any event hosted by a University department or student organization not paid for and arranged by faculty, staff, or student.

**Reservation Procedures**

- **Submission Dates for Space Requests (or closest USFSP business day)**
  - **Student Organizations**:
    - Fall Semester – June 1st
    - Spring Semester – November 1st
    - Summer Semester – March 1st
  - **University Departments and Non-University Entities**:
    - Fall Semester—June 15th
    - Spring Semester—November 15th
    - Summer Semester—March 15th
  - Exceptions are to be approved by the University Student Center Assistant Director or designee

**Reservation Timeline**

- **Reservation Requests** must be received at a minimum:
  - Ten (10) business days for any regular meeting requiring no review or special requirements – Including Information table requests
  - Twenty (20) business days for all other events
  - Extended time frames may be required for large or complex events

**General Reservation Guidelines**

- **Event Reviews**:
  - All reservations may be subject to an event review and approval by the University Student Center Assistant Director, or designee. Events that require a review include, but are not limited to these situations
    - Food is provided
    - Alcohol is served
    - Event is outdoors
    - 20 or more attendees are expected
    - Fire, grills, fireworks, etc. will be used
    - Extended services will be needed (i.e. University Police or Physical Plant)
    - Client will have food from an outside vendor
    - Events held outside USC area
Right to Reassign or Terminate

- The University Student Center Assistant Director, or designee, reserves the right to reassign or terminate any space request.

Regatta Room Reservations

- The Regatta room is an open seating area available to all students on a first-come basis unless it is reserved for an event. Scheduled events will be posted daily at room entrance. Please consult schedule before using room.
- University departments wishing to reserve this room agree to ensure that all meeting participants have purchased a meal from The Reef. This room is not available for catered meetings or events.

Decorations

- Fire Regulations
  - All decorative materials must be flame proof and/or fire retardant.
  - No decorations may be hung from the ceiling, placed in offices, rooms or lounges in a manner that will interfere with safe passage or evacuation.
  - No decorations shall be placed in hallways, aisles, stairwells, or exit routes.
  - All exits must be free of barricades.
  - Exit signs, fire extinguishers, smoke detectors, fire pull alarms, emergency lights, and audible fire signals/strobe lights cannot be decorated, covered, or obstructed in any way.
  - Any extensive electrical power usage must be approved by EMS.
  - Caution must be taken to keep all paper or cloth free from light fixtures.
  - The use of candles, incense, lanterns, oil lamps, and other devices with open flame is forbidden.
- No nails, screws, hooks, etc., may be driven into any walls, floors, or ceilings. Tape may not be used on floors unless it is designated as “floor tape”. Floor Tape will be provided upon request. Regular masking, box, or duct tape is not permitted on any walls, floors, or ceilings.
- Tables do not come with tablecloths. This is an extra fee and must be reserved with your event planner.
- Any freestanding decorations must be stable in nature and lightweight in construction.
- Balloons are allowed, but must be weighted or tied to centerpieces/chairs. Any balloons that become loose will incur fees.
- No decorations may be glued to any surface. No pins or tape may be used to adhere posters, paper, etc., to the walls, ceiling, drapes, floor, tables, etc.
- Dry ice is not allowed in the USC without prior approval by EMS and must be handled by a licensed caterer.
- Electric lights can be used as long as they are used in compliance with the manufacturer’s recommendations.
- No glitter or confetti (plastic or paper) may be used.
- Smoke machines (or similar devices emitting visible gas vapors) may not be used.
- No fresh cut trees are ever permitted in the USC and other facilities on campus.
- Painting is prohibited within the reservable spaces inside the USC.
- Window Covering Policy
• Patrons are able to cover the windows in the door, only by reserving vinyl window coverings from the Event and Meeting Services office
• Papers, linens or other materials are not to be used to cover windows
• Decorating plans not addressed within this policy must be review with EMS staff prior to the event
• Decorations must be removed immediately after the event. Failure to do so with incur a clean-up fee
• Violation of any of these policies may result in suspension of facility reservation privileges. Additionally, any damages done will be repaired by the USC and the client will be billed for all costs incurred on the basis of materials required and staff time.

Music & Sound
• Limited Amplification is allowed in USC Indoor & Outdoor Areas with prior approval and will be monitored by USC staff.
• The volume must not be at a level greater than is necessary to reach the audience in the immediate area; it must not be of such a volume as to reasonable interfere with those who are pursuing academic, professional, personal or other recreational activities.
• Non-amplified music such as piano or a cappella singing in meetings rooms should be kept to a low volume so as not to disturb meetings in adjacent rooms. If the USC receives noise complaints, the group may be asked to stop the music at that time.

Fees & Pricing
• **Student Organizations** are Officially registered student organizations are not assessed rental fees for USC venues if the:
  o Event is conceptualized, planned, and managed by the student organization for students
  o Event supports the mission and objectives of the organization
  o Members of the student organization must be the original requesters, the primary organizers, and coordinators of the event
  o Student organizations will be assessed for rented equipment and event support costs. University Police and/or USC security may be required in accordance with University or EMS policies and reflect an additional cost. Event support costs/ needs will be determined by USC Assistant Director or designee.
  o Student Organizations shall not use their privileges for access to USC, or campus, space and services inappropriately to “front” for a non-university group or commercial vendor in order to avoid or receive reduced expenses and /or provide access to campus for those entities.
  o Student Organizations are not to reserve space for events which they are not directly involved in and present at.
  o All instances of “fronting” for off-campus groups or commercial vendors will result in an adjustment of all related fees to the For-Profit and Individual rate and may result in the loss of reservation privileges for the student organization and the off-campus vendor.
  o Cancellations will be accepted by Meeting and Event Services up to seventy-two (72) hours before an event. Events held in the USC ballroom, must be cancelled at least two (2) weeks prior to the scheduled event date in order to avoid cancellation fee.
  o All patrons that do not cancel prior to seventy-two (72) hours will be assessed a late cancellation fee for rental space and support services.
  o Patrons with multiple late cancellations may lose reservation privileges for all USC event space.
• **University Departments/ Organizations** are assessed fees in accordance with the University Fee Schedule.
  o University Departments/Organizations and related entities are assessed rental, AV support service fees per pricing schedules.
  o Reservations are to be submitted online, [http://USFSpems/virtualems/](http://USFSpems/virtualems/) within appropriate time frame *(please refer to the Reservation Timeline)*.
  o Requests with direct benefit to the University mission, as determined by the Assistant Director may be scheduled in advance.
  o Cancellations will be accepted by Meeting and Event Services up to seventy-two (72) hours before an event. Events held in the USC ballroom, must be cancelled at least two (2) weeks prior to the scheduled event date in order to avoid cancellation fee.
  o All patrons that do not cancel prior to seventy-two (72) hours will be assessed a late cancellation fee for rental space and support services.
  o Patrons with multiple late cancellations may lose reservation privileges for all USC event space.

• **Non-University affiliates** are assessed fees in accordance with the non-University Fee Schedule.
  o Patrons must submit a 50% Non-Refundable Deposit to reserve USC space and the remaining balance must be paid off no later than 5 business days prior to the event. Failure to pay the balance will lead to cancellation of the event.
  o Cancellation and all other policies and procedures are addressed in the event contract which will be signed and executed in order for the event to be considered definite and confirmed.

**Overtime Charges**
Overtime charges are applicable to events, which require access to the USC prior to or after posted building hours. Such charges may also apply to events, which extend beyond the confirmed reservation time when that extension occurs after posted building hours.

**Audio/Visual Equipment Usage & Staffing Procedures**
The USC provides audio/visual equipment and personnel services. Meeting and Event Services has a variety of audio/visual equipment available for use within the USC and outdoor areas.

- Requests for equipment must be made at least seven (7) business days prior to the event.
- An organization may cancel an equipment order or staffing request up to two (2) business days prior to an event without penalty.
- Equipment orders or staffing requests cancelled with less than two (2) business days’ notice will be charged to the organization’s account at the regular rate, even if the equipment is not used.
- Technicians will also be required in other venues when multiple types of technologies are requested, such as microphones, sound systems, lighting, etc. There will be a per hour charge for technicians in these situations.
- Clients who bring in their own equipment without prior authorization may be charged by Meeting and Event Services for the equivalent USC equipment.
- Ballroom events that require the use of Audio-Visual equipment must have a USC Audio-Visual technician(s) present at the event. The cost of this staff will be assessed to the event sponsor.
Recurring Reservations:
Recurring meetings after 5pm Monday through Friday are limited to one per week.

Closed Day
The USC is subject to the University holiday schedule and as such events will not be scheduled on days the University is closed.

Late Requests
Requests that are made after the acceptance processing constraints (refer to Reservation Timeline) will be accepted up to the discretion of the Assistant Director or designee. If an appropriate room is available, it may be assigned, but special services may not be available. Special services include changes in room arrangements or requests for audio-visual equipment.

Space Availability and Setup
Availability checks for space may be viewed on the RS online system,
Upload new link for Virtual EMS
Information about room setups, sizes, and inclusions may be found on the RS webpage,
Upload new link for Virtual EMS

Special Services
Some events may require special services, which must be arranged through other University departments. Examples of special services for which there is a normally a charge includes:
- Catering: Charges for catering will be incurred based on the organization’s contract with University Dining Services
- Parking: Events that will attract non-students or student from non-USF campuses will need to have parking arrange, rental charges will be levied in accordance with the Parking price list.
- Physical Plant: Special equipment requests may be fulfilled by the Physical Plant. In these situations, rental charges will be levied in accordance with the Physical Plants price list.
- Security: University Police will determine charges for security arrangements.

Outdoor Space Reservations
Reservations may be made for outdoor spaces adjunct to the USC. Available spaces include the USC Veranda, Harborwalk, Basketball Courts, USC Lawn, and USC East Patio. Student Organizations may arrange for tables and chairs from the Facilities Services, subject to their fees and restrictions. Vehicles are not permitted on grassy areas.

Information Tables
Information tables in the USC and specified outside areas are available to registered Student Organizations, Departments and Non-University organizations (for a fee, and with approval).
- Requests for Information Tables are can be submitted online, http://USC.usfsp.edu/virtualem within appropriate time frame (please refer to the Reservation Timeline)
- All reservation requests will be in time queue to ensure each request is prioritized properly
• Prospective users of the Information table space forfeit their space if not in use within one hour of the starting time specified on the reservation request form. Repeated failures to cancel a tabling reservation twenty-four (24) hours prior to contracted time may result in loss of privilege or use.

Failure to comply with Information table policies and/or the reasonable requests of USC staff may result in cancellation of the current and/or future Information table reservations.

Procedures
• Tri-folds and displays may be setup on the Information table. Posting on walls, columns, and windows is not permitted.
• At least one member of the reserving organization/department must be present at the table for the duration of the reservation. Representatives must stay behind the Information table or within two feet in front of the kiosk.
• Distribution by means involving shouting, yelling, or physically approaching individuals is prohibited, as is any interference with normal functions or interruption of the free flow of traffic, inside or outside the USC.
• Commercial literature may not be distributed in the USC unless approval has been received from the USC administration.
• All literature distributed must clearly identify the organization or department. All individuals or organizations distributing literature will be held responsible for cleaning up litter resulting from its distribution.
• Credit card solicitation is not permitted.
• The use of any audio/visual equipment must be approved in advance by RS.
• Information tables must remain in designated area.
• Student Organizations may sell items, which are not in direct competition with items sold by the USF Bookstore, University Dining Services, or other service areas in the USC or on campus. If the item(s) to be sold are considered to be in direct competition, the activity may be subject to additional review by USC administration.
• The sale or distribution of any material that is racially or sexually offensive to members of the University of South Florida St. Petersburg community is not permitted.
• The sale or distribution of food items, including baked goods, drinks, candy, etc., is subject to approval by Student Life and Engagement. Other approvals may also be required, depending on the nature of the items offered.

Early or Late Reservation Times
Facilities are available for the specified event time. Organizations are asked to request any needed setup or take down time as part of their reservation. A request from an organization to enter a facility before the beginning of the reservation time, or remain in the facility after the reservation time, may be denied or incur early/late charges.

Special Security Requirements
Generally, paid security, provided by USFSP-PD, is required at large-scale events that may lead to the disruption of the University environment. Examples include events:
• where alcohol is available,
• with mostly non-USF students in attendance,
The University Police will determine if there is a need for paid security, and the number of officers required.

**Storage**
The USC and Meeting and Event Services are not responsible for items left in the building, and storage space is not normally available for materials or equipment used in association with an event. Such items are the sole responsibility of the organization.

**DVD/Video/Movie**
Federal copyright law restricts the showing of videocassettes, DVDs, video games and internet to private showings. Public performance is prohibited without prior written consent of the holder of the copyright. A public performance includes, but is not limited to showing a motion picture (DVD, video, internet):
- in a location open to the public,
- to a selected group of people gathered in a location not open to the public (i.e. residence hall floor or lounge),
- by broadcast or transmission

Student organizations choosing to publicly show a motion picture in any form (film, VHS video, DVD, internet, etc.) must secure a license from a booking agency.

**Alcohol Policy**
The use of alcoholic beverages by members of the USFSP community is at all times subject to the alcoholic beverages laws of the state of Florida, Pinellas County and the City of St. Petersburg. The full University Alcohol Policy can be found at [http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-30-023.pdf](http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-30-023.pdf)

**Outside Catering**
Student Organizations and University departments are allowed to bring outside food and beverage into the USC. Both the organization and departments must first complete a Food release form and have it approved by Assistant Director or designee. Should an outside caterer be used, the caterer must be approved by completing the Catering application and submitting it and subsequent documentation to the USC office on an annual basis. Based on the information provided the Assistant Director or designee will either approve or deny the caterer.

Should the caterer fail to meet the USC accepted policies and procedures they can be removed from the University facilities at any time. The University will not be held accountable for caterers’ actions and subsequent cancellation of events for caterers failing to adhere to policies and procedures.

Non-university affiliates my not utilizes an outside catering company or bring in any outside food and beverage at any time.