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. 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

General Guidelines for Space Reservation
University Departments/Organizations: Must be officially recognized by the University of South Florida St. Petersburg.

University Sponsored Events: Any event recognized by the University as an official University event. Any event with less than 75% USFSP students and staff will be considered University sponsored. Space in the USC and Outdoor USC areas are available for use by University Departments/Organizations, as well as University Sponsored Events. Other campus locations may be available and require coordination through Academic Space Scheduling, and Facilities Services. Departments requesting to reserve venues in the USC or USC outdoor areas are required to confirm via email acceptance of reserved space confirmations. The reservation confirmation itemizes venue rental rates, Audio Visual Support and other support requirements.

Reservation Timeline
During the acceptance period processing constraints require:

- Three (3) business days for any regular meeting requiring no review or special requirements.
- Fourteen (14) business days for all other events
- Ten (10) business days prior to the event for having an event review completed if necessary
- Extended time frames may be required for large or complex events
Co-Sponsorships/Fronting
Meeting and Event Services recognizes that events are sometimes co-sponsored by multiple organizations and entities.
Events co-sponsored between 2 or more USFSP student organizations or between student organizations and USFSP departments are considered are not termed Co-sponsored for these purposes. They are regular student organization or department events.
Co-sponsored events are organized by a Student Organization with an off-campus organization or on behalf of an off-campus organization. Attendance may be open to the public or by invitation only. Student organizations that co-sponsor an event with an outside entity - at a minimum – must:

- be a primary event coordinator
- prior to, during, and following the event
- make the reservations
- identify a contact person for the event
- have contact person at the event
- be financially responsible for all bills and invoices
The event must be linked to the mission and or purpose of the student organization.

However:
- 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.
- Student Organizations are not to reserve space for events which they are not directly involved in and present at.
- 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.

Cancellations:
- 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.

Failure to Cancel:
- Departments that do not cancel prior to seventy-two (72) hours may be charged for rental space and support services.
- Departments that “fail to cancel” more than two times will be charged setup and AV labor costs for subsequent offenses. Continued offenses will result in loss of reservation privileges for the semester.
Billing:
Departments will be billed for support services, rental fees, and other charges by the end of the month. Payment is due within 30 days of the billing date.

Department Financial Responsibility:
University Departments/Organizations:
University Departments and Organizations are charged rental, AV, and support service fees per pricing schedules.

University/ Non-University Co-sponsored Events:
University Departments and Organizations may sponsor Non-University groups or co-sponsor with Non-University groups and are charged at using the same pricing schedule as departments for rental, AV, and support service fees per pricing schedules.

- The sponsoring Department will be centrally billed for all fees – Department or Co-sponsored with Non-University groups.
- It is the responsibility of the sponsoring Department/Organization to collect fees from Non-University groups they sponsor.
- If the sponsoring department does not accept responsibility for collecting fees, the Non-University groups will be charged according pricing schedules for For-Profit and Individual or Non-Profit and Government rates, depending on which is applicable.
- Some services may be required; some are optional.

Right to Reassign or Terminate:
The reservation and use of University property is a privilege, not a right. The Assistant Director and/or the Director of the Student Life reserve the right to reassign, deny or cancel reservation requests.

Conference Scheduling:
University Departments who wish to host a conference should contact the Assistant Director of University Student Center.

Academic Spaces
Meeting and Event Services does not schedule classroom space for departments or departments co-sponsoring with no-university groups. If classroom space is needed in conjunction with Meeting and Event Services managed spaces, the department should make those arrangements separately.

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.

Space Availability and Setup
Availability checks for space may be viewed on the Meeting and Event Services online system, http://USFSPems/virtualems/
Reviews
All reservation requests may be subject to an event review and approval by the Assistant Director and/or Director of Student Life, the Division of Student Affairs, other University officials as deemed appropriate, and/or the University Police.
Events that require approval are listed below, but are not limited to these situations:
- Alcohol is served
- The event is outdoors
- 100 or more people will attend
- Controversial or popular, musicians, films, debates, lectures, etc
- Fire, grills, fireworks etc. will be used
- There can be a risk to people or University property
- Extended services of the University Police, Custodial, Physical Plant, etc., are required
- The client will sell food or will have food catered in

Reservation Procedures
University Departments/Organizations
- Reservations are to be submitted online, http://USFSPems/virtualems/ within appropriate time frame (please refer to the Reservation Timeline).
- Requests with direct benefit to the University mission, as determined by the Assistant Director may be scheduled in advance.

University Sponsored Events
- Departments Co-sponsoring Non-University entity events must submit a detailed event proposal to Meeting and Event Services. Other reservations for University Sponsored events are to be submitted online, http://USFSPems/virtualems/ within the appropriate time frame (please refer to the Reservation Timeline).
- All reservation requests will be in time queue to ensure each request is prioritized properly.

Room Rental Rates
Detailed information on pricing is found on the USC website, http://USC.USFSP.edu/virtualems

Use for Academic Classes
USC facilities are not available for use as classrooms for courses normally offered by academic departments, or for meetings which are a course or degree requirement.
Events sponsored by an academic department and publicized as open to the campus community and/or general public may be scheduled subject to the regular utilization policies and rates of the USC.
Audio/Visual Equipment Usage & Staffing Policies
Meeting and Event Services provides audio/visual equipment and personnel services and 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.
- A department 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 department’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, DJ systems, spotlights, 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 RS for the equivalent USC equipment.

Music & Sound
Amplified music such as a live band or DJ is allowed in the ballrooms and outside area, with prior approval by Meeting and Event Services. Limited Amplification is allowed in 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 reasonably interfere with those who are pursuing academic, professional, personal or other recreational activities. On-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 MPCC receives noise complaints, the group may be asked to stop the music at that time.

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.

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 clients contract with the university Catering department
- Instructional Media Services: Classrooms and some meeting spaces are equipped with academic media equipment that when used for non-class meetings or events can incur charges. Charges for equipment and services will be levied in accordance with IMS’s price list.
• Parking: Events that will attract non-students or student from non-USFSP campus 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.

Information Tables
Information tables in the USC and specified outside areas are available to University departments and organizations. 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 kiosk reservation twenty-four (24) hours prior to contracted time may result in loss of privilege to use Information tables space, in accordance with the cancellation policy. 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.

Policies
• 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 MPCC 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.
• University departments and organizations may sell items, which are not in direct competition with items sold by the USFSP Bookstore, University Dining Services, or other service areas of the USC. 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.

Reservation Times
Facilities are available for the specified event time. Clients are asked to request any needed setup or take down time as part of their reservation. A request from a client 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 USFS-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-USFSP students in attendance,
• occurring during late evening hours,
• open to the campus community,
• with a history of large attendance.
The University Police will determine if there is a need for paid security, and the number of officers required.

Decorations
1. Fire Regulations
   a. All Decorative Materials must be flame proof and/or fire retardant.
   b. 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.
   c. No decorations shall be placed in hallways, aisles, stairwells, or exit routes.
   d. All Exits must be free of barricades.
   e. 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.
   f. Any extensive electrical power usage must be approved by Meeting and Event Services.
   g. Caution must be taken to keep all paper or cloth free from light fixtures.
   h. The use of candles, incense, lanterns, oil lamps, and other devices with open flame is forbidden.

2. No nails, screws, hooks, etc., may be driven into any walls, floors, or ceilings.
   a. Tape may not be used on floors unless it is designated as “floor tape”.
   b. Floor Tape will be provided upon request.
   c. Regular masking, box, or duct tape is not permitted on any walls, floors, or ceilings.
3. Tables do not come with tablecloths. This is an extra fee and must be reserved with your event planner.
4. Any freestanding decorations must be stable in nature and lightweight in construction.
5. Balloons are allowed, but must be weighted or tied to centerpieces/chairs. Any balloons that may become loose may incur fees.
6. 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.
7. Dry ice is not allowed in the USC without prior approval by RS and must be handled by a licensed caterer.
8. Electric lights can be used as long as they are used in compliance with the manufacturer’s recommendations.
9. No glitter or confetti (plastic or paper) may be used.
10. Smoke machines (or similar devices emitting visible gas vapors) may not be used.
11. No fresh cut trees are ever permitted in the USC and other facilities on campus.
12. Painting is prohibited within the reservable spaces inside the USC.
13. None of the windows in the USC may be covered with paper, paint, or other materials.
14. Decorations must be removed immediately after the event, program, or holiday.
15. Decorating plans not addressed within this policy should be reviewed by RS staff prior to the event.
16. Violation of any of these policies may result in suspension of facility reservation privileges for the semester. Additionally, any damages done will be repaired by the USC and the department will be billed for all costs incurred on the basis of materials required and staff time. Similarly, excessive cleaning charges will be billed to the client.

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 University department/organization even if such items belong to the sponsored Non-University group.

Parking Garage
The parking garage immediately to the north of the USC building is a University garage, operated under by Parking Services and its regulations. Several parking lots are also in proximity.
- The parking garage and parking lots are available to all vehicles with current USFSP parking permits.
- The parking garage is available to all vehicles within posted height restrictions.
- Parking regulations apply to ALL vehicles
- Parking will be enforced in accordance with University Parking services policy. The operation of the garage during break periods and/or official holidays is to be set by the Parking Services Director.
- A portion of the parking garage may be closed off to regular visitors in case of a special event. This is at the discretion of the Parking Services.
• Department should contact Parking services to inquire about including campus parking as part of an event.

**DVD/Video/Film/Internet**

Federal copyright law restricts the showing of videocassettes, DVDs, movies 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, film):

- 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

USFSP departments and Non-University groups 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://USFSPweb2.USFSP.edu/USFSPgc/gc_pp/studaf/policy-30-023.pdf](http://USFSPweb2.USFSP.edu/USFSPgc/gc_pp/studaf/policy-30-023.pdf)

**Exemptions:**

Exemptions to the policies and rate structures must be requested in writing and approved by the Regional Associate Vice Chancellor for Student Affairs. Written exemption with approval signature must be provided to RS at least 14 work days prior to the event date.