

University Departments

Event and Meeting Services Policies

Description of Event & Meeting Services (EMS)

Event and Meeting Services is located in the Administrative Office of the Marshall Student Center on the fourth floor, 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, coordinating sound and light personnel and equipment, furnishing and arrangement of room setups and coordinating event staff, security, and University Police where indicated.

General Guidelines for Space Reservation

University Departments/Organizations: Must be officially recognized by the University.

University Sponsored Events: Any event recognized by the University as an official University Event. Any event with less than 75% USF students and staff will be considered University Sponsored.

Space in the MSC and Outdoor MSC 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, Campus Recreation, and Physical Plant.

Departments requesting to reserve venues in the MSC or MSC 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 (7) 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

Cancellations:

Cancellations will be accepted by EMS up to seventy-two (72) hours before an event.

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:

Department billing for support services, rental fees, and other charges occurs on the day following the event. Payment is due within 30 days of the billing date.

Fees & Pricing:

University Departments/Organizations:

University Departments/Organizations related entities are charged rental, AV, and support service fees per pricing schedules
(http://msc.usf.edu/doc/ems/pricing_univdepts.pdf).

University Sponsored Events:

University Departments/Organizations may sponsor Non-University groups. The University Sponsored pricing schedule will apply
(http://msc.usf.edu/doc/ems/pricing_univsponsored.pdf).

The sponsoring Department will be centrally billed for all fees. It is the responsibility of the sponsoring Department/Organization to collect fees from clients they sponsor. If the sponsoring Department decides not to accept responsibility for collecting fees, the client will be charged according to Non-University rates with the 50% deposit and prior payment provision applying.

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 Associate Director and/or the Director of the MSC reserves 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 Special Events and Conferencing.

Closed Day

The MSC 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 EMS online system, <http://msc.usf.edu/virtualems/>

Reviews

Requests for reservations for events may be subject to review to ensure compliance with USF policies and to make sure that the safety of the USF community is considered. Events and activities that are generally reviewed are those where:

- Alcohol is served
- The event is outdoors
- 100 or more people will attend
- Fire, grills, fireworks etc. will be used
- Extended services of the University Police, Custodial, Physical Plant, etc., are required
- The client will sell food or will have food catered in
- Events held outside MSC areas
- Similar events have generated a need for increased security or emergency personnel

All applicants for event reservations are responsible for providing all necessary information to ensure that the University can make appropriate and reasonable review of the feasibility of the event and ensure the safety of the university and guests.

Reservation Procedures

University Departments/Organizations

Reservations are to be submitted online, <http://msc.usf.edu/virtualems/> within appropriate time frame (please refer to the Reservation Timeline).

Request with direct benefit to the University mission as determined by the Associate Director may be scheduled in advance.

University Sponsored Events

Departments sponsoring non-University entity events must submit a detailed event proposal to EMS. Other reservations for University Sponsored events are to be submitted online, <http://msc.usf.edu/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.

Co-Sponsorships/Fronting

EMS recognizes that events are sometimes co-sponsored by multiple organizations and entities; however, University departments/organizations shall not use their privileges for access to MSC space and services inappropriately to “front” for a non-university group or commercial vendor in order to avoid or reduce expenses and /or provide access to campus for those entities.

University department/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 non-university rate and may result in the loss of reservation privileges.

Room Rental Rates

Detailed information on pricing is found on the EMS website, <http://msc.usf.edu>

Use for Academic Classes

MSC 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 of the MSC.

Outdoor Space Reservations

Reservations may be made for outdoor spaces adjunct to the MSC. Available spaces include the MSC Amphitheater, MLK Plaza, Crescent Hill, and North, South, and East Patios.

University Departments/Organizations may arrange for tables and chairs from the Physical Plant, subject to their fees and restrictions.

Vehicles are not permitted on grassy areas.

Audio/Visual Equipment Usage & Staffing Policies

The MSC provides audio/visual services.

The MSC has a variety of audio/visual equipment available for use within the MSC and MSC Outdoor areas. Requests for equipment must be made at least three (3) business days prior to the event. A client 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 client’s account at the regular rate, even if the equipment is not used.

MSC Audio/Visual Technicians and Event Staff are required when using the Oval Theater.

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 EMS for the equivalent MSC equipment.

Instructional Media Services or other appropriate providers must provide Audio/Visual equipment required in other buildings.

Music & Sound

Amplified music such as a live band or DJ is allowed in meeting rooms, with prior approval by EMS.

Limited Amplification is allowed in MSC Outdoor Areas (Plaza, Amphitheater, Crescent Hill, and MLK Plaza) with prior approval and will be monitored by MSC 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.

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 MSC 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 MSC 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 include:

- Catering: Charges for catering will be incurred based on the clients contract with University Dining Services
- Instructional Media Services: Audio/Visual services outside the MSC and MSC Outdoor areas are normally provided by Instructional Media Services (IMS). Charges for equipment and services will be levied in accordance with IMS's price list.
- Physical Plant: Special equipment requests may be fulfilled by the Physical Plant. Examples of such requests are for tables outside, or for equipment demands that exceed the inventory of the MSC. 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.

Kiosks

Kiosks in the MSC are available to University Departments and can be set up in the atrium.

Prospective users of the kiosk 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 kiosk space, in accordance with the cancellation policy.

Failure to comply with kiosk policies and/or the reasonable requests of MSC Administration may result in cancellation of the current and/or future kiosk reservations.

Policies

- Tri-folds and displays may be setup on the kiosk. 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 kiosk 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 MSC.
- Commercial literature may not be distributed in the MSC unless approval has been received from the MSC 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 EMS.
- Kiosk 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 of the MSC. If the item(s) to be sold are considered to be in direct competition, the activity may be subject to additional review by MSC Administration.
- The sale or distribution of any material that is racially or sexually offensive to members of the University of South Florida community will not be approved.
- The sale or distribution of food items, including baked goods, drinks, candy, etc., is subject to approval by EMS. Other approvals may also be required, depending on the nature of the items offered.

Atrium Space

Space in the MSC atrium area is not available for programming.

Reservation Times

Facilities are available for the specified event time. Clients are asked to request any needed set-up 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.

Special Security Requirements

Generally, paid security is required at large-scale events that may lead to the disruption of the University environment. Examples include events where alcohol is available, events with non-USF students in attendance, events occurring during late evening hours, events open to the campus community, and events with a history of large attendance. The University Police will determine the need for paid security, and the number of officers required, if any.

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 EMS.
 - 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. 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.
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 might 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 MSC without prior approval by EMS 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 MSC and other facilities on campus.
12. Painting is prohibited within the reservable spaces inside the MSC.
13. None of the windows in the MSC may be covered with paper, paint, or other materials. An exception is given for fraternity and sorority meetings. Prior approval must be given from EMS and the MSC staff will cover the windows for the client.
14. Decorating plans not addressed within this policy should be reviewed by EMS staff prior to the event.
15. Decorations must be removed immediately after the event, program, or holiday.
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 MSC and the client 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 MSC and EMS 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 student organization, University department/organization, or user of the facility.

Parking Garage

The parking garage immediately to the northeast of the MSC building is a University garage operated under the auspices of the University Parking and Transportation Services and its regulations.

This 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 and Transportation services policy. The operation of the garage during break periods and/or official holidays is to be set by the Parking and Transportation 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 University Police Department and Parking and Transportation Services. See an EMS Event Planner to inquire about this.

DVD/Video Usage

Federal copyright law restricts the use of videocassettes and DVDs for private showings and prohibits their public performance without prior written consent of the holder of the copyright. A public performance includes, but is not limited to, showing a motion picture in a location open to the public, showing a motion picture to a selected group of people gathered in a location not open to the public (i.e. residence hall floor or lounge), or showing a motion picture by broadcast or transmission. Student organizations choosing to publicly show a motion picture in any form (film, VHS video, DVD, etc.) must secure a license from a booking agency. Videos or DVDs that are rented or purchases from a retail outlet are for home use only and cannot be shown on campus without the appropriate license from an approved booking agency.

Alcohol Policy

The use of alcoholic beverages by members of the USF system community is at all times subject to the alcoholic beverages laws of the state of Florida, Hillsborough County and the City of Tampa. Such laws include Florida Statutes, Sections 322.141, 561.422, 562.11(1)(a), (2), 562.111, and 565.12, Hillsborough County Ordinance 87-24, §2 and City of Tampa Ordinance 8447-A, §4-11.

The full University Alcohol Policy can be found at http://usfweb2.usf.edu/usfgc/gc_pp/studaf/policy-30-023.pdf

University Departments/Organizations Sponsored Events

Step 1:

Meet with Event Planner to determine where and when alcohol will be served. The University designates certain areas in which alcohol is allowed to be served as outlined in the University Alcohol Policy.

- a. If the event will **not** be held in the Marshall Student Center, it is the responsibility of the sponsoring department to ensure that the University Alcohol Policy and Environment Health and Safety guidelines are followed.

Step 2:

Meet with Associate Director to gain permission in order to serve or sell alcohol at an event.

Step 3:

Once the Associate Director has granted permission the organization must obtain a service contract through our USF Catering department or another licensed vendor.

Note: The Associate Director may require a copy of the contract and other licensing information of the vendor that will be serving or selling alcohol at an event

Step 4:

Once a service contract has been obtained it is the responsibility of the vendor to abide by the university alcohol policies and procedures in addition to those set forth by the State of Florida and Hillsborough County.