Student Organizations
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
Student Organizations: Must be officially registered with the Center for Student Involvement (CSI). Student Groups not registered with the Center for Student Involvement will be considered a non-University entity.

Social Fraternities and Sororities: Must be properly registered with the Office of Fraternity and Sorority Life and Center for Student Involvement.

Space in the MSC and Outdoor MSC areas are available for use by student organizations. Other campus locations may be available and require coordination through the EMS office, Campus Recreation, and/or Physical Plant.

Student organizations requesting to reserve venues in the MSC or MSC outdoor areas are required to confirm via email the acceptance of reserved space confirmations once received. The reservation confirmation itemizes venue rental rates, Audio Visual Support and other support requirements.

Timing for Submission of Reservation Requests
The first dates for acceptance of event requests for each subsequent semester are as follows:
- Fall Semester – June 1st
- Spring Semester – November 1st
- Summer Semester – March 1st

Exceptions are to be approved by the Associate Director.

Reservation Timeline
During the acceptance period processing constraints require:
- Seven (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:**
Student Organizations that do not cancel prior to seventy-two (72) hours may be charged for rental space and support services.

Student Organizations 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.

**Fees & Pricing:**

**Student Organizations:**
Officially registered student organizations are not assessed rental fees for MSC venues if these 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.

Student organizations will be charged for rented equipment and event support costs. University Police and/or MSC security may be required in accordance with University or EMS policies and reflect an additional cost.

Student Organizations are assessed fees in accordance with the Student Organization Fee Schedule ([http://msc.usf.edu/doc/ems/pricing_student.pdf](http://msc.usf.edu/doc/ems/pricing_student.pdf)).

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.

**Recurring Reservations:**
Recurring meetings after 5pm Sunday through Friday are limited to one per week in the designated 1:45 hour time blocks. Meeting reservations made at any other time within the MSC building hours are not subject to that restriction.

**Social Events**
Social events requiring one of the larger rooms may be scheduled once per 2 weeks in the designated social rooms.

Time blocks for social events are:
- Four (4) hour blocks from Sunday-Friday
- Five (5) hour blocks on Saturdays

**Ballroom and Oval Theatre**
The Ballroom (MSC 2100) sections A, B, C, or combination and/or Oval Theater (MSC 2500) are available to each group once per semester limited to twice per calendar year, subject to availability.

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

**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.

**Late Requests**
Requests that are made after the acceptance processing constraints (refer to Reservation Timeline) will be accepted up to the discretion of the Associate Director. 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.

**Academic Spaces**
The procedure for scheduling academic space by student organizations is as follows: The Central Space Office (CSO) that handles academic spaces will take space requests only from EMS on behalf of Student Organizations, but with the following provisions:

1. EMS must not be able to accommodate the organization requesting space
2. All space request must come from EMS
3. Space will only be assigned in Cooper (CPR) and Social Sciences (SOC) buildings, **Monday – Friday only**
4. Groups of 60 or less will be accommodated
5. All meetings will need to be completed **before 9pm**
6. Groups will be responsible for the condition of the room assigned (i.e. desk, chairs, and tables must be put back to the original setup)
7. Food and Drinks will not be permitted in rooms

If any of these conditions are not met, CSO will not honor any more space requests from that organization.

**Space Availability and Setup**
Availability checks for space may be browsed on the EMS online system, [http://msc.usf.edu/virtualems/](http://msc.usf.edu/virtualems/)

Information about room setups, sizes, and inclusions may be found on the EMS webpage, [http://msc.usf.edu/doc/ems/roomgrid.pdf](http://msc.usf.edu/doc/ems/roomgrid.pdf)
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
Student Organizations
Student Organizations must have an updated All Accountable Officers form on file with EMS before reservations can be made. Reservations will only be accepted from those officers listed on the Accountable Officers form.

Reservations are to be submitted online, http://msc.usf.edu/virtualems/, 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.

Co-Sponsorships/Fronting
EMS recognizes that events are sometimes co-sponsored by multiple organizations and entities; however, student 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.

Student organizations are not to reserve space for events, which they are not directly involved in, and present at. All instances of “fronting” for other student organizations, 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.

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.

Student 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 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 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 client’s 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 registered Student Organizations 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 mostly 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. Prior approval must be given from EMS and the MSC staff will cover the windows for the client. An exception is given for fraternity and sorority meetings. (Please see window covering policy).

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.
Window Covering Policy for Fraternity and Sorority Meetings

In an effort to support the ritual ceremonies and observances of the fraternities and sororities at the University of South Florida, the Marshall Student Center and Office of Fraternity & Sorority Life recognize the privacy need for chapters who hold meetings and ceremonies in the MSC.

Chapters who wish to take advantage of the privacy must meet the following guidelines:

- The Marshall Student Center will cover the windows of a room that is reserved by the chapter at the request of the chapter.
  - When making the reservation with Event & Meeting Services, the chapter must request the windows be covered and it will be noted on the set-up sheet.
  - If the reservation is recurring (i.e. every Sunday at 8pm), the chapter must indicate the specific dates that the window covering is needed.
- The windows will be covered by Marshall Student Center staff. Chapters are not permitted to cover the windows at their discretion.
- If the windows are not covered and it has been requested, it is the responsibility of the chapter to bring a copy of the reservation from Event & Meeting Services to the information desk and request that a staff member cover the windows. Again, chapters are not permitted to cover the windows. Any violation of this policy could result in fines, losing window covering and/or reservation privileges in the Marshall Student Center.
- Burning any type of candle is strictly prohibited. If your ceremony requires the use of candles, you should utilize battery operated candles or an LED substitute. No candle burning will be permitted. Any violation of the candle burning policy will result in a minimum $100 fine and the window covering privilege being revoked indefinitely for ALL chapters.

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.

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 purchased 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 full University Alcohol Policy can be found at [http://msc.usf.edu/doc/ems/alcohol.doc](http://msc.usf.edu/doc/ems/alcohol.doc)