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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 (MSC) on the fourth floor, and is responsible for the coordination of activities and events in the MSC. 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.

The reservation and use of University property is a privilege, not a right. The MSC Administrative Staff reserves the right to reassign, deny or cancel reservation requests.

The Event and Meeting Services office is open from 8AM to 5PM Monday through Friday, and is closed on University holidays.

The Marshall Student Center spaces are available to:

Student Organizations: The Student Organization must be officially registered with the Center for Leadership and Civic Engagement (CLCE). Student Groups not registered with the CLCE will be considered a non-University entity.

Student Organization events are defined as an event planned by the organization for their organization or the USF Community. The Student Organization is the responsible party and takes responsibility for all event charges and are also responsible and liable for those attending their events. This includes community members and minors.

Student Organizations are expected to follow the Student Code of Conduct while hosting and attending events at the MSC. The Student Code of Conduct can be found through the Dean of Students Office website. Failure to follow conduct policies may result in additional fees, cancellations of events, and/or suspension of reservations.

Social Fraternities and Sororities: The Social Fraternity/Sorority must be properly registered with the Center for Student Involvement & Fraternity/Sorority Life.

Social Fraternity/Sorority events are defined as an event planned by the Fraternity/Sorority for their organization or the USF Community. The Fraternity and/or Sorority is the responsible party and take responsibility for all event charges and are also responsible and liable for those attending their events. This includes community members and minors.

Social Fraternities and Sororities are expected to follow the Student Code of Conduct while hosting and attending events at the MSC. The Student Code of Conduct can be found through the Dean of Students Office website. Failure to follow conduct policies may result in additional fees, cancellations of events, and/or suspension of reservations.

University Departments: The department must be recognized by the university, including any recognized departmental programs or committees.

University Department events are defined as an event planned by the department for USF Students, Staff, and/or Faculty. The University Department is the responsible party for all event charges and are also responsible and liable for those attending their events. This includes community members and minors.

University Sponsored: A University Department or Student Organization is planning an event with a Non-USF entity for the USF Community. The Non-USF entity is a partner but not the responsible party for any charges or event planning decisions. The sponsoring department or organization is the responsible party for any charges and event planning decisions.

A University Sponsored event is handled on a case by case basis, at the discretion of Event and Meeting Services. Organizations interested in hosting a University Sponsored event should contact their Event Planner for more details.

Co-Sponsorships/Fronting

EMS recognizes that events are sometimes co-sponsored by multiple organizations and entities; however, Student Organizations, Social Fraternities & Sororities, and University Departments shall not use their privileges to access MSC spaces and services inappropriately to “front” for another University Department or Student Organization, Social Fraternities & Sororities, non-university group, and/or commercial vendor in order to avoid or reduce expenses and/or provide access to campus.

Groups are not to reserve space for events which they are not directly involved in and/or present at. All instances of “fronting” for another University Department or Student Organization, Social Fraternities & Sororities, non-university group, and/or commercial vendor will result in an adjustment of all related fees to the non-university rate and may result in the loss of reservation privileges.

Non-University Organizations: All groups or individuals not covered under the above categories may reserve spaces through Conferencing and Special Events at <http://www.usf.edu/student-affairs/conferences-special-events/>.

Reservation Procedures

The event space inside and surrounding the MSC is available for use by student groups and departments, and may be booked through the EMS Office. Other campus locations may be available and require coordination through those specific locations. The EMS Office only handles the Marshall Student Center event and conference spaces and certain outdoor spaces around the building.

The Marshall Student Center begins accepting event requests for each subsequent semester on the following dates:

	<i>Student Organizations:</i>	<i>University Departments:</i>
<i>Fall Semester</i>	June 1 st	June 15 th
<i>Spring Semester</i>	November 1 st	November 15 th
<i>Summer Semester</i>	March 1 st	March 15 th

Exceptions to these dates are to be approved by the Associate Director. The MSC is subject to the University holiday schedule, and as such events will not be scheduled on days the University is closed.

Web Reservation System

In order to assist with the high volume of reservation requests, the MSC has an online reservation system at <http://msc.usf.edu/VirtualEMS/> for the use of Student Organizations, Social Fraternity/Sororities, and University Departments. The EMS team asks that you use the online system to request dates whenever possible, to leave us free to help plan events.

To use the online system, you must request a Web User Account on the website here:

<http://msc.usf.edu/VirtualEMS/AccountManagement.aspx>

- Student Organizations and Social Fraternity/Sororities should re-register each time a new board is elected. Please note that each step of the registration process must be manually approved by the EMS staff, and may take several business days.
 1. Complete an Accountable Officer Form online at BullySync (<https://orgsync.com/86284/forms/140298>) or by completing and emailing the PDF form (<http://www.usf.edu/student-affairs/msc/documents/accountable-officer-form.pdf>) to the EMS office at SA-EMS@usf.edu. You will receive a BullSync or email notification when your form is approved, or notifying you of any issues.

2. Request a web user ID at <http://msc.usf.edu/VirtualEMS/>. Make sure to include the full name of your organization in your application. You will receive an email notification when your form is approved, or notifying you of any issues.
 3. If you are already registered and have moved to a new organization, please contact us at SA-EMS@usf.edu about your new organization, and we will update your account. Please note that your web user account can only be active for one organization at a time.
- Members of USF Departments only need to register once.
 1. Request a web user ID at <http://msc.usf.edu/VirtualEMS/>. Make sure to include the full name of your department in your application. You will receive an email notification when your form is approved, or notifying you of any issues.
 2. If you are already registered and have moved to a new department, please contact us at SA-EMS@usf.edu about your new department, and we will update your account.
 - Students making reservations for USF Departments require additional verification:
 1. Request a web user ID at <http://msc.usf.edu/VirtualEMS/>. Make sure to include the full name of your department, and the name and email address of your direct supervisor.
 2. EMS will reach out to your direct supervisor to confirm that you are authorized to make reservations. Once EMS has verification, you will receive an email notification when your form is approved.
 3. Your direct supervisor or another USF employee must be the primary or secondary point of contact on all reservations, for billing purposes.

If you have difficulties with any of these steps, please contact the EMS office at SA-EMS@usf.edu, or by calling the front desk at 813-974-5213 and asking to speak to the reservationist. Please wait two business days before following up on the status of a web user request. We strive to respond to all requests quickly, but because we must assess each request individually, it does take time.

Groups may browse room availability on the EMS Website here: <http://msc.usf.edu/virtualems/>

Information about stock room setups, sizes, and inclusions may be found online (<http://www.usf.edu/student-affairs/msc/documents/mtg-block-rotation.pdf>) as well as on the MSC home page (<http://www.usf.edu/student-affairs/msc/plan-and-market-events/plan-your-event/room-descriptions.aspx>).

If you need to arrange a custom set-up and aren't sure if it will fit in a specific room, it is best to contact the EMS reservationist or your event planner directly.

Web Reservation Request Process

STUDENT GROUPS: Before submitting a request, check your previous reservations to make sure you are eligible to book your event on the date(s) you have in mind. Student groups must comply with the following rules:

- At least 7 days must pass between meetings that end after 5PM (as described under the Reservation Timeline)
- At least 14 days must pass between all other events that end after 5PM (as described under the Reservation Timeline)
- Events that end before 5PM are not restricted

DEAPRTMENTS: There are no restrictions on department events before or after 5PM. However, department events after 5PM must be booked either in social rooms or within the established meeting times and set-ups. Please refer to the chart at <http://www.usf.edu/student-affairs/msc/documents/mtg-block-rotation.pdf> for a list of room time blocks, set-up types, and capacities.

To request a space on the EMS website:

1. Log in to the Event and Meeting Serviced web reservation site at <http://msc.usf.edu/VirtualEMS/Login.aspx>. Select Reservations > Room Request from the menu at the top of the page.
2. Use the menu on the left to search for available spaces based on the desired dates, times, and expected event attendance.
3. Your attendance estimate needs to be as accurate as possible. If you report a small attendance for a large event, your event may be moved to a room that is too small for your needs. The MSC moved events to suitable rooms based on the event description and our discretion.
4. A diagram of the available rooms will appear on the right side of the window. To select a room, click on the green + icon next to its name.
5. Once you have selected room(s), fill out the required details in the "Details" page. All mandatory fields are marked.
6. Once you submit your reservation request, it will enter the MSC Reservation Queue. The Event and Meeting Services team will assess your reservation, make changes or cancellations if necessary, and email a confirmation to the points of contact listed in the request.
 - The EMS team addresses requests on a first-come, first-served basis. While we respond to all requests as quickly as possible, in some cases it may be several weeks before you receive a response by email.

For a more detailed reservation tutorial, please see <http://www.usf.edu/student-affairs/msc/documents/student-org-reservation-walkthrough.pdf>.

Reservation Timeline

The Marshall Student Center requires that reservations be requested and planned a certain amount of time in advance, depending on the nature and complexity of the event. This gives us time to prepare for each event and to schedule staff. Requests that are made after the deadline indicated in the reservation timeline must be approved by the Associate Director. If an exception is granted special services (including but not limited to custom set-up, AV equipment, and staff) may not be available.

All reservation requests are queued based on when the request was submitted, and will generally be processed the same way. The timeline is as follows:

All meetings must be requested seven (7) days before the proposed meeting.

- A meeting is considered any event that takes place in a designated meeting room with a stock set-up after 5PM (see list at <http://www.usf.edu/student-affairs/msc/documents/mtg-block-rotation.pdf>) or that utilizes a stock set-up before 5PM.
 - All student organization/ social fraternity/sorority meetings must be scheduled in designated meeting rooms, or they may be moved or cancelled.
- Requests made less than seven (7) days in advance may be cancelled.
- The MSC does not accommodate same-day requests.

All other events are considered socials, and must be requested fourteen (14) days before the proposed event.

- A social is considered any event
- Requests made less than seven (7) days in advance may be cancelled or
- The MSC does not accommodate same-day requests.

Recurring Reservations:

Recurring student group meetings after 5pm are limited to one per week in the designated 1:45 hour time blocks. Meeting reservations that end before 4:45pm are not subject to that restriction.

To set up a reoccurring event in the web reservation system, you will need to click the "Reoccurrence" button and update the "Range of Reoccurrence" field. The default setting will only book 1 event.

Student Group Social Events

Social events may be scheduled once per fourteen (14) days after 5pm. Any event that is not a E-Board or General Body Meeting is considered a social event.

Time blocks for social events are:

- Four (4) hour blocks from Sunday-Friday
- Five (5) hour blocks on Saturdays

Reserved facilities are available for the confirmed reserved time. Clients must 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 must be approved by MSC Administration. Changes may incur additional charges.

Outdoor Space Reservations

Reservations may be made for outdoor spaces adjunct to the MSC. Available spaces for event include the MSC Amphitheater, MSC Plaza, MLK Stage Fountain, and Crescent Hill Patio. Available spaces for tabling include North and East Entrances and MLK Oak Tree Sidewalk. Vehicles are not permitted on grassy areas or sidewalks.

Other Outdoor spaces must be reserved through Facilities Management. You can find details for their process at <http://www.usf.edu/administrative-services/facilities/index.aspx>.

When planning an outdoor event, your Event Planner may assign a rain site in the MSC if available. The client may also request a rain site through Facilities Management. The MSC is not responsible for booking Facilities Management spaces for rain sites.

- If your event is moved to a rain site, all scheduled MSC personnel will also be at the new location to serve the event. You will be charged the full planned cost of the event.
- An event will not be moved to a secondary location once it has begun. You will not have the opportunity to move to a rain site once you start your event.
- If a rain site is not available, you will have the opportunity to cancel your event in the case of inclement weather. This cancellation must be made prior to the MSC setting up the event. Clients will not be charged for equipment and personnel if they choose not to start an event due to inclement weather.
- If you choose to begin an event that may be cancelled, you will be billed the full planned cost of the event if the event is rained out.

Ballroom and Oval Theatre

The Ballroom (MSC 2100) and Oval Theater (MSC 2500) are available to each student group once per semester, subject to availability. The MSC considers summer semesters A, B, and C to be one continuous semester for booking purposes. These limits do not apply to USF Departments.

MSC Sound and light Technicians are required in both the Ballroom and Oval Theater. Event Staff are required during all Oval Theater events and may be required in the Ballroom, subject to the Event Planners discretion. These requirements apply to all clients.

Atrium Space

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

Tabling in the Marshall Student Center

Kiosks for tabling in the MSC Atrium are available to registered Student Groups and University Departments. Atrium tabling is not available to non-University organizations. Atrium tabling includes the East Entrance Showcase Table, the Mobile Placement Showcase Table, the North Entrance Showcase Table, the MSC North Entrance outdoor space, and the MSC East Entrance outdoor space. Please note that we do not offer tabling at or outside the South Entrance doors.

All tabling reservations must be made at least one (1) week in advance. Same day requests will not be approved. Prospective users of the tabling space forfeit their space if not in use within one hour of the starting time on the confirmed reservation. Repeated failures to cancel a tabling reservation seventy-two (72) hours prior to contracted time may result in loss of privilege.

The rules and requirements to table in the MSC Atrium are available in the MSC Atrium Tabling Supplemental Document (<https://www.usf.edu/student-affairs/msc/documents/atrium-tableing-supplemental-document.pdf>). Failure to comply with tabling policies and/or the reasonable requests of MSC Administration may result in cancellation of the current and/or future tabling reservations.

Cancellations:

Cancellations will be accepted by EMS up to three (3) business days prior to the event. Cancellations must be submitted in writing to your Event Planner.

Clients that do not cancel prior three (3) business days may be charged for rental space and support services. Clients 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.

For weather concerns please see the Outdoor Space Reservations section. Cancellations due to emergency MSC closure, including hurricanes, power outages, water outages, etc., will be rescheduled based on the MSC's space availability.

Fees & Pricing

Student Organization and Social Fraternity and Sorority Events

Officially registered student organizations and social fraternity and sororities are not assessed rental fees for most MSC venues if these events are conceptualized, planned, and managed by a registered student organization and support the mission and objectives of the organization. In addition, the student group must be the one to request, organize, and coordinate the event.

Spaces that may incur rental fees include the full Ballroom and Top of the Palms. Groups will be charged to reserve equipment and event personnel in all MSC spaces. University Police and/or outside security may be required in accordance with University or EMS policies and reflect an additional cost. Some services may be required; some are optional.

For pricing details or an estimate, please contact your Event Planner.

Using A&S Funding

If a student organization plans to use A&S Funds to pay for an event at the MSC, they must submit a request to Student Business Services in **FAST** no less than ten (10) business days before the day of the event. To this purpose, we recommend that a Financial Officer attend the Event Review so that they can begin the A&S Funding process immediately after the meeting.

The MSC cannot request A&S Funding on your behalf. If charges are added to an event after an organization has submitted the request for funding, it is the student organization's responsibility to either contact Student Business Services or pay the additional costs out of pocket.

For more information, please contact Student Business Services in MSC4300, at 813-974-7100, or CST-ASBO@USF.EDU

Department Events

USF Departments are charged a discounted room rental rate for most MSC venues if these events are conceptualized, planned, and managed by the department and support the mission and objectives of the University. In addition, the department must be the one to request, organize, and coordinate the event.

Groups will be charged to reserve space, equipment, and event personnel in all MSC spaces. University Police and/or outside security may be required in accordance with University or EMS policies and reflect an additional cost. Some services may be required; some are optional.

University departments may pay via interdepartmental transfer (IE chartfield) or by direct payment (EG, Foundation funds). Departments will not receive an official invoice for events paid via interdepartmental transfer.

- To pay with interdepartmental transfer, please ask your Event Planner for a Payment Option Form (available at <http://www.usf.edu/student-affairs/msc/documents/payment-option-form.pdf>) or email the chartfield to your event planner in the following format. The MSC recommends that departments submit all chartfields prior to the event.

BUS UNIT	OPER UNIT	FUND	DEPT ID	PRODUCT ID	INITIATIVE	PROJECT ID
5 CHAR	3 CHAR	5CHAR	6CHAR	6CHAR	7CHAR	

- To pay the MSC directly, such as with a check, please ask your Event Planner to bill the event directly. You should receive the invoice 2-3 weeks after the event with payment directions included.

For pricing details or an estimate, please contact your Event Planner.

University Sponsored Events

In some cases, student groups and/or University departments may plan an event in conjunction with or to the benefit of a third party organization not otherwise affiliated with USF. These events may be classified as University Sponsored events, in which case they will be subject to a modified pricing schedule. Classification as a University Sponsored event is handled on a case by case basis, at the discretion of Event and Meeting Services. For pricing details or an estimate, please contact your Event Planner.

Early Open/Late Close Charges

Early open and/or late close charges will apply to events which require access to the MSC before or after posted building hours. These needs must be discussed with your event planner at least 2 weeks in advance to be considered for approval. Late requests may not be accommodated, due to the need to schedule staffing in advance. These charges will apply to events that extend beyond posted building hours without advanced scheduling. Contact your Event Planner for details.

Event Reviews

Reservations may be subject to review to ensure compliance with USF policies and to make sure that the safety of the USF community is considered.

The event review meeting must take place two weeks prior to the event, or certain resources may not be available for the event. Some resources require more than two weeks advance notice. Some events may require additional review by USF Environmental Health and Safety. For details or additional information, please contact your event planner through the Event and Meeting Services main office at 813-974-5213.

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.

Food Policy

The MSC does not allow clients to serve homemade food at events. All food must be pre-packaged or prepared in a professional restaurant or kitchen. Clients who wish to serve food at an event in the MSC must complete a Food Release Form, which is available here: <http://www.usf.edu/student-affairs/msc/documents/food-release-form.pdf>

If the client is picking up and bringing in pre-packaged or pre-prepared food, no further documentation is required.

If a client wishes to use an outside caterer for an event, the vendor must complete a Caterer's Application to become an approved vendor. Please contact your event planner for a current list of approved vendors or a copy of the Caterer's application.

Please note that the approval process may take several days. **Vendors who have not provided all of the required documentation and been approved will not be permitted to serve food at the MSC.** Outside vendors do not have access to MSC food preparation areas or resources. This includes but is not limited to:

- USF Dining kitchen areas
- Ice
- Running Water

USF Dining may cater events in the MSC, and must cater any event where alcohol is served. MSC Administration cannot request USF Dining catering on a client's behalf. Information about USF Dining catering options and services are available here: <http://usf.campusdish.com/Catering.aspx>

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 ten (10) business days prior to the event. A client may cancel an equipment order or staffing request up to three (3) business days prior to an event without penalty. All equipment/staffing cancellations must be submitted in writing to your Event Planner three (3) business days prior to the event. A/V orders or staffing requests cancelled with less than three (3) business days' notice will be charged to the client's account at the regular rate, even if the A/V resource is not used.

MSC Sound and Light Technicians are required in both the Ballroom and Oval Theater. Event Staff are required during all Oval Theater events and may be required in the Ballroom, subject to the Event Planners discretion.

Technicians will also be required in other venues when multiple types of technologies are requested, such as microphones, sound systems, spotlights, etc. There will be a per hour charge for technicians in these situations with a minimum of three (3) scheduled hours.

MSC does not provide audio visual equipment, personnel, or any other equipment in areas outside of the MSC rentable spaces.

Music & Sound

Amplified sound such as a live band or DJ is allowed in social rooms, with prior approval by EMS. All sounds 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 sound at that time.

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

The volume should not be greater than is necessary to reach the audience in the event area; it should not interfere with other events or those who are pursuing academic, professional, personal or other recreational activities.

DVD/Video Usage

Federal copyright law restricts the use of films 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.

Clients choosing to publicly show a motion picture in any form (film, VHS video, DVD, streaming, etc.) must secure a license from a booking agency. **Films that are rented or purchased from a retail outlet are for private use only** and cannot be shown on campus without the appropriate license from an approved booking agency.

Clients planning to show a film must provide a copy of their public performance license to their event planner 72 hours before the event. If the client does not provide the license, the client must hold an alternate event or cancel the reservation.

Getting a public performance license for a film is relatively easy and usually requires no more than an email or phone call. For more information on obtaining a public performance license please see the MSC Film Rights Supplemental Document (<https://www.usf.edu/student-affairs/msc/documents/movie-night-flyer.pdf>).

Decorations

Clients are responsible for obeying the following policies during each event. Events in violation may incur additional charges and/or 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.

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". Regular masking, box, double-sided tape, carpet tape, or duct tape is not permitted on any walls, floors, or ceilings. Blue Painter's Tape is the only tape that is permitted. The client is responsible for bringing appropriate tape.
3. Tables do not come with tablecloths. This is an extra fee and they must be reserved with your event planner at least ten (10) business days ahead of time.
4. Any freestanding decorations must be stable in nature and lightweight in construction.
5. Balloons are allowed, but must be weighted the entire time they are on MSC property, or tied to centerpieces/chairs. This includes in transit to an event location and outdoors. Any balloons that may become loose might incur fees.
6. Dry ice is not allowed in the MSC.
7. Electric lights can be used as long as they are used in compliance with the manufacturer's recommendations.
8. No glitter or confetti (plastic or paper) may be used.
9. Smoke machines, fog machines, or similar devices emitting visible gas vapors may not be used.
10. No fresh cut trees are ever permitted in the MSC.
11. Painting is prohibited on MSC property without prior approval from MSC Operations, and may be restricted to certain locations and certain types of paint. Please contact your event planner for details.
12. None of the windows in the MSC may be covered with paper, paint, or other materials. Window Coverings can be provided with prior approval from MSC Staff.

13. Decorating plans not addressed within this policy should be reviewed by MSC Administration prior to the event.
14. Decorations must be removed immediately after the event, program, or holiday, unless the group has prior written consent from MSC Administration. The MSC will breakdown/dispose of any items not removed immediately and a charge may be incurred. This includes balloons.

Non-MSC Services

Some events may require special services, which must be arranged with other University Departments. Some of these services are at the discretion of the client, while some services may be mandatory based on event parameters.

Certain services are the clients' sole responsibility to arrange. These services include but are not limited to:

Catering

Charges for catering will be incurred based on the client's contract with University Dining Services. It is the client's responsibility to contact catering directly.

Parking

Parking permits are required to park on campus 24/7 and will be enforced by University Parking and Transportation Services. It is the client's responsibility to arrange parking for their event and all attendees. Immediately to the northeast of the MSC is the Crescent Hill Parking Garage which includes metered visitor parking. Other parking options can be found on the Parking and Transportation Services website: <http://www.usf.edu/administrative-services/parking/parking/index.aspx>.

Non-MSC Equipment

Special equipment requests may be fulfilled by the Facilities Management or non-USF vendors. Examples of such requests are for equipment demands the MSC cannot accommodate, which should be discussed with your Event Planner. In these situations, it is the client's responsibility to arrange and pay for the additional equipment.

Certain services may be arranged through the MSC. These services include but are not limited to:

Security

University Police will determine all security needs, including outside security. Charges for security will be determined by the MSC. Examples include but are not limited to:

- Events where cash is handled.
- Events where alcohol is served.
- Events that are open to the outside community.
- Events with a history and/or expectation of a large attendance.
- Events that may be perceived as controversial.

Alcohol Policy

Prior to hosting an event with alcohol the client must receive approval. In order to acquire this approval an Alcohol Approval Form (<https://usfsa.wufoo.com/forms/s1xkwnah03dqgof/>) must be filled out and USF Dining must be contracted for alcohol. All reservations in the MSC who are planning on serving alcohol are also required to follow the MSC Policies.

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(l)(a), (2), 562.111, and 565.12, Hillsborough County Ordinance 87-24, §2 and City of Tampa Ordinance 8447-A, §4-11.

Storage

The MSC is not responsible for items left in the building, and storage space is not available for materials or equipment used in association with an event. Such items are the sole responsibility of the client. If items are left after an event the MSC will dispose of these items and a charge may be incurred.