

How to Read Your MSC Reservation Confirmation

Each time you make a reservation at the MSC, you will receive an emailed reservation confirmation. There are many important details listed on the confirmation, such as the event date, your event location, the time you have reserved the location, your contact information, and any charges associated with your reservation. Because some items may be changed while your reservation request is being processed, it is crucial that you review and confirm that these details are correct. If you have any questions about your confirmation or would like to make any changes to your confirmation, please contact your MSC Event Planner.

Below, we will show you where each of these important details are located on the Confirmation sheet.

- | | |
|------------------------------------|--------------------------------|
| 1. Your Contact Information | 9. Event Set Up |
| 2. Reservation/Confirmation Number | 10. Event Details |
| 3. Reservation Status | 11. Diagram Details |
| 4. Billing Information | 12. Associated Costs |
| 5. Event Date | 13. Tax |
| 6. Event Location | 14. Reservation Notes |
| 7. Event Time | 15. Total Charges |
| 8. Reservation Time | 16. MSC Reservation Guidelines |

1 CONTACT INFORMATION
Please be sure your name, phone number and mailing address are correct.

Event Meeting Services
Marshall Student Center
MSC 4100
Tampa FL 33620
(813) 974-5213 / (813) 974-4180

2 Find your Reservation/Confirmation number here!

3 EVENT STATUS
A "tentative" status means your MSC Event Planner is still waiting on information from you. Once all details are confirmed, your status will show as "Confirmed".

Confirmation

Customer	Reservation: 112205
Accountable Officer #1 Sample Student Organization Physical Mailing Address (This is where your Invoices will be mailed) City, ST Zip Code USA	Event Name: Sample Social Event
	Status: Tentative
	Phone: Cell Phone Number
	Event Type: Other
	Billing Reference: Direct Bill
	2nd Contact: Accountable Officer #2
	Phone: Cell Phone Number

Bookings / Details	Quantity	Price	Amount
Saturday, May 18, 2019			
12:00 PM - 4:00 PM Sample Social Event (Tentative) MSC 2708			
Reserved: 11:00 AM - 4:30 PM			
Banquet Setup for 104			
AV Media:			
Microphone (Wireless)			
Wireless hand held microphone			
Furnishings:			
Podium			

4 BILLING TYPE - This will show how you will be paying for your event. "Direct Bill" means that you will be paying with cash, check, or credit/debit card either online or at the Cashier's Office. "A&S Funds" means that you have requested to pay with A&S Funds from Student Government and the SBS Office has approved your request. "Chartfield" means you are a USF Department paying with an Interdepartmental Transfer.

EVENT TIME

The time frame in bold is the start time and end time of your event. If you will need time to set up before your event and breakdown at the end of your event, make sure you have included that in your Reservation Time (listed as "Reserved" on the line below).

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EVENT DATE

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EVENT LOCATION

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Be sure to pay attention to the location as it may be changed while our Reservationist is processing your reservation request.

Bookings / Details

Saturday, May 18, 2019

12:00 PM - 4:00 PM Sample Social Event (Tentative) **MSC 2708**

Reserved: 11:00 AM - 4:30 PM

Banquet Setup for 104

A/V Media:

Microphone (Wireless)

Wireless hand held microphone

ROOM SET UP

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This will list what type of set up you have selected for your meeting or event. Please be sure you review this information as it could have changed while our Reservationist was processing your reservation request. Some rooms have standard set ups that can not be changed. To get more information on our rooms and capacities, please visit our website.

RESERVATION TIME

The time frame is listed as "Reserved" and is on the line under your Event Time. This shows the time you will have access to the room for set up, and what time you will need to be finished cleaning up and out of your room.

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EVENT DETAILS

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This will list out all of the event details and furnishings for your event. Please be sure to review these details to make sure you have all of the furnishings and equipment you will need for your event. If you are missing items, please contact your MSC Event Planner at least 72 hours before your event to let them know. Requests made within 72 hours of your reservation may not be able to be accommodated.

ASSOCIATED COSTS

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All costs for items on your reservation will be listed on your reservation confirmation in the "Price" and "Amount" columns.

Bookings / Details

Saturday, May 18, 2019

12:00 PM - 4:00 PM Sample Social Event (Tentative) MSC 2708

Reserved: 11:00 AM - 4:30 PM

Banquet Setup for 104

A/V Media:

Microphone (Wireless)

Wireless hand held microphone

Furnishings:

Podium

Placed at the front of the Room

5' Round Tables

SEE DIAGRAM

Chairs (MSC)

8 Chairs at each Table

6' Banquet Tables

Tables for Food, Place in back of Room

Table Cloth- Round (85x85) White

White Round Cloths for Round Tables

Unit Price (\$4.00) x 8.5% tax (\$0.34) = \$4.34

6' Banquet Tables

Check In Table, Place outside Room

No tablecloth

Chairs (MSC)

2 Chairs for Check In Table

Quantity

Price

Amount

1

1

12

96

4

12

\$4.34

\$52.08

1

2

SEE DIAGRAM

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Be sure to review all diagrams that are provided by your MSC Event Planner. This will show what your room will look like with the furnishings you have requested. If you are missing items, please contact your MSC Event Planner at least 72 hours before your event to let them know. Requests made within 72 hours of your reservation may not be able to be accommodated.

TAX

Items on your reservation may have sales tax added to them if your reservation will be "Direct Billed". If your Organization is sales tax exempt, please send your MSC Event Planner a copy of your Florida Sales Tax Exemption (DR-14). There will be no tax added to your reservation if you are paying with A&S Funds or a Chartfield.

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RESERVATION NOTES

This section will show notes from your MSC Event Planner, including details from your Event Review. This could include reminders about items they need from you (Food Release Form, Day of Show, etc.) or items that were discussed during your meeting.

Chairs (MSC)
2 Chairs for Check In Table

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Notes:
Completed Food Release Form due no later than 3 days before Event.
Client to provide their own laptop and clicker for presentation.
Client to provide their own tablecloths for food tables.
No glitter or confetti. All balloons must be weighted.

Subtotal	\$52.08
Grand Total	\$52.08

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TOTAL CHARGES

This is the total estimated cost for your event. This will be finalized after your event to account for any additional items or services that were needed for your event.

The Marshall Student Center reserves the right to cancel or change your reservation based on the decisions made by USF Leadership and the CDC guidelines for events.

Charges are estimates only, and subject to further additions or revisions once the event has concluded.

ALL CANCELLATIONS MUST BE MADE NO LESS THAN 72 HOURS PRIOR TO THE EVENT. Late cancellations may be subject to charges.

Non-USF entities must pay all charges in full a minimum of 72 hours prior to event.

Departments should provide a Chartfield a minimum of 72 hours prior to event. The MSC no longer invoices or direct bills USF entities for events.

Student Organizations must pay in full within 30 days after the event. Invoices are sent 1-3 weeks after the event. If you plan to use A&S Funds to pay for this reservation you must submit a request to Student Business Services at sg-rmdpurchase@usf.edu no less than ten (10) business days before the day of the event. The MSC cannot make this request on your behalf. For more information, please contact Student Business Services in MSC4300, at 813-974-7100, or sg-rmdorghelp@usf.edu.

Non-USF entities AND Student Organizations are subject to Florida sales tax unless they provide proof of Florida Sales Tax Exemption (DR-14). Student Organizations are also tax exempt if the event is paid using A&S funding through Student Business Services. A&S funding ONLY exempts tax on charges that are directly paid for by USF, not for organizations' out-of-pocket expenses.

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MSC RESERVATION GUIDELINES

Please read the MSC Reservation Guidelines listed at the bottom of your reservation. This includes information on cancellations, payment information, A&S funding requests, and tax. If you have any questions about this information, please contact your MSC Event Planner.

