

Outdoor Event & Rain Site Information:

Your organization has reserved an outdoor space in the MSC and there are some things we would like you to consider leading up to your event!

Sound and Light Equipment:

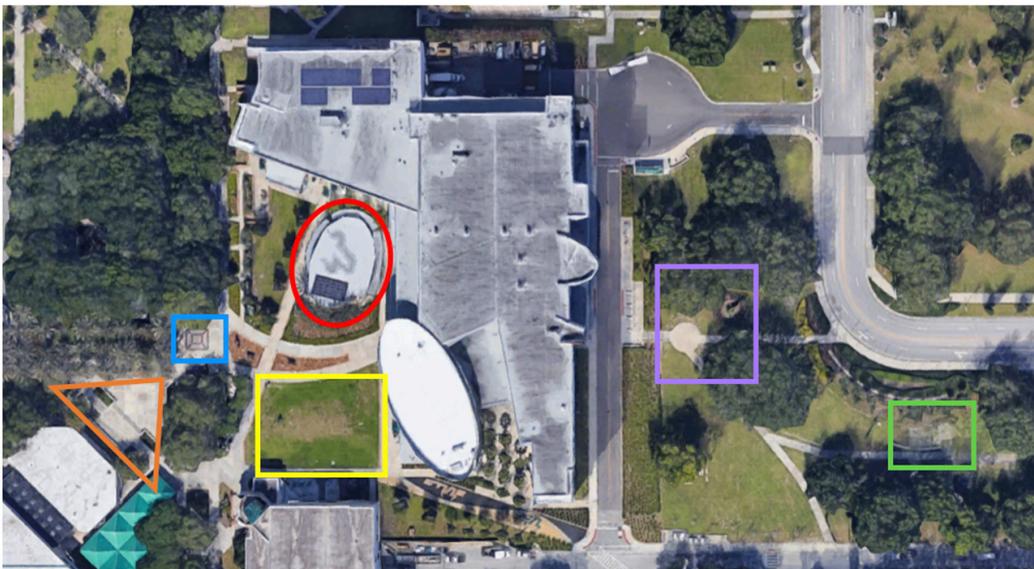
The MSC outdoor locations do not have built in sound systems. If you require sound and light equipment you will need to meet and discuss this with your Event Planner 2-3 weeks prior to your event. Please note equipment will require a Sound Technician to be present. The hours and number of Sound Technicians vary based on your event times and equipment needs.

Rain Locations:

The MSC does not allow rain sites to be reserved more than 20 days prior to your event. Please note the Amphitheater only has cover for sun, not rain. Groups may request the use of the SVC Breezeway as a rain site by submitting an Event Request Form through [Facilities Management](#). Please note Facilities Management requires these requests to be submitted at least 30 days prior to the event, so this should be submitted before the meeting with your MSC Event Planner. The MSC is not able to reserve this space or approve the use of this space.

Please look at second page for guidelines on if you have a rain site or if you do not!

RESERVABLE MSC OUTDOOR SPACES



- | | |
|---|---|
|  MSC Amphitheater |  Crescent Hill Patio |
|  Bulls Patio* <i>*Bulls Patio is for Tabling Only</i> |  Student Memorial* <i>*Must receive approval through Student Government</i> |
|  MLK Stage Fountain | |
|  MSC Plaza | |
- Please note that only 1 space can be reserved on each side of the MSC at one time.**

You have a rain site:

How do I use my rain site on the day of the event?

Please call the Building Manager at 813-422-4651 at least two hours prior to your reservation start time to let them know if you plan on keeping your event outdoors or moving your event to your rain site.

Note: The MSC will not put you, your event attendees, or our student employees at risk, if we deem the weather too dangerous, we will require your event to use the rain site.

Can I move my event back outside if the weather clears up?

Once a location is set, it cannot be changed.

Will I have to pay for the sound equipment and sound technician(s) if I move to my rain site?

If you have requested sound equipment/ sound technician(s), they will be at your rain site and you will still be charged for this service.

Will I have to pay for the rental of my rain site if I do not use it?

Yes, you will be charged for the rental of both venues for the event (if this applies). Room rental mostly applies to University Departments, University Sponsored, and Non-USF clients.

If I decide to risk it and have my event outside, will the MSC provide all the same equipment/furnishings?

We will monitor the weather and delay setup until 45 minutes past your reservation start time. If the weather has not cleared at this time or the ground is wet, we will not set our equipment. The MSC has the right to adjust or limit your setup or not set equipment at all due to the weather conditions.

Note: You will still be charged for all staffing and equipment.

What if the weather conditions worsen during my event?

The MSC reserves the right to cancel or shut down your event at any time due to weather.

You do not have a rain site:

If I didn't book a rain site before the day of my event, can I request one day of?

No. A rain site must be reserved prior to the day of your event. Staffing schedules for setup are created based off the day's reservations and although rooms may appear open, we have already accounted for this in our schedule.

Can I cancel my event and not be charged for the sound equipment and sound technician(s)?

Cancellations must be made at least two hours prior to your reservation start time. To cancel your event, you will need to call the Building Manager at 813-422-4651. If you cancel your event, you will still be charged for all staffing costs.

If I decide to risk it and have my event outside, will the MSC provide all the same equipment/furnishings?

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