MEETING REQUEST GUIDELINES

- Recognized Student Organizations may request a maximum of 2 meeting dates in GZ per semester. Meetings cannot be booked on the same day.
- Online reservation requests must be received at least three (3) weeks in advance for Ground Zero Performance Café.
- Requests are processed 9:00AM to 5:00PM Monday through Friday.
- To check on venue availability or to see venue details, please visit the usc.edu/scevents.
- All meetings are limited to 1 hour in length, with 15 minutes for set up and 15 minutes for clean up.
- Meeting attendance cannot exceed 30 people. If you would like to book a space for more than 30 people, please visit the USC Scheduling Webpage (link http://uscschedule.usc.edu) for information on other venues.
- Meeting participants must use the furniture available in the location designated by the GZ coffee bar staff.
- Meeting participants and client are responsible for resetting the furniture to its correct positions after the conclusion of the meeting and cleaning up all trash in the meeting area. Furniture diagrams can be obtained from the coffee bar staff. Failure to do so will result in a minimum $50.00 fine and a potential loss of future meeting reservation privileges.
- The available meeting times on Monday, Wednesday and Friday are:
  - 9am – 10:00am
  - 11am – 12:00pm
  - 1pm – 2:00pm
- The available meeting times on Tuesday and Thursday are:
  - 9am – 10:00am
  - 11am – 12:00pm
- No outside food or drinks may be provided to your meeting participants.
- Ground Zero will remain open to the public during all meetings. Please expect normal business operations, including blending, to continue during your meeting.
- Meetings may not use any amplified sound.
- Please note: Reservations are first-come, first-served. Requests will be accepted starting August 1st for fall semester events, December 1st for spring semester events, and April 15th for summer events.