University of Southern California

Dance Policy Planning Booklet Approval Form
Planning a Dance

Having a dance in University of Southern California facilities requires advanced planning for the student organization to assure an event that is pleasurable and safe for all those who participate. This booklet has been designed to assist you in planning for your event.

In order to hold a dance, the sponsoring organization must register the event with the Office of Campus Activities, TCC 330, and meet with the Director of Campus Activities and the Department of Public Safety no later than four weeks prior to the dance, to discuss the event, and acknowledge the preliminary event confirmation, or the dance is subject to cancellation.

The Student Organization Dance Policy includes provisions for four levels of dances as follows:

- **Level 1** – Open to University of Southern California student organization members only
- **Level 2** – Open to University of Southern California students only
- **Level 3** – Open to University of Southern California students and guest(s)
- **Level 4** – Open to University of Southern California, guest(s) and other college students

Depending on the level of the event and the anticipated attendance, the costs, timing, locations and security requirements vary. The only approved location for student organization dances is the Ronald Tutor Campus Center Grand Ballroom. Fees paid by the student organization vary depending on the location, staffing, security and room setup. Additional costs may include rented equipment, entertainment and/or catering.

Violation of any of the event planning guidelines will be reviewed by the Senior Associate Dean of Students and referred to the Office for Student Judicial Affairs and Community Standards for adjudication where appropriate sanctions will be issued.
Level 1 Dance

Level 1: (1-100* people in attendance)
Open to recognized and approved sponsoring student organization members only. Must present valid USC ID.

Approved dance locations and timeline for a level 1 dance:
Ronald Tutor Campus Center Grand Ballroom

Level 1 dances may only be scheduled between 3:00 p.m. on Friday and 5:00 p.m. on Sunday.

Entry Guidelines:
Official member(s) of the organization identified during the dance-planning meeting, to check USC ID and validate membership.

Minimum Security Staffing:
One Student Affairs Staff

Fee:
All fees will be determined by the Scheduling Office and those departments providing services. (e.g. DPS).

*Events will vary in size. The estimated attendance is used to develop staffing and security needs/requirements. Every event will be evaluated individually and assigned to an appropriate level based on a variety of factors (size, audience, time, history of event/program, experience with student organization, etc.).
Level 2 Dance

Level 2: (100-800* in attendance)
Open to all USC students with valid USC ID.

Note: 800 is the limit set by the Fire Marshal for dances in the ballroom. Clickers are used to count attendees as they enter.

Approved dance locations and timeline for a level 2 dance:
Ronald Tutor Campus Center Grand Ballroom

Level 2 dances may only be scheduled between 3:00 p.m. on Friday and 5:00 p.m. on Sunday. Any dance taking place after 8:00 p.m. will require DPS presence.

Entry Guidelines:
USC students with valid USC ID – USC sponsoring organization may be given permission by DPS for student security to check IDs. Sponsoring organization members identified during the dance-planning meeting, to wristband and collect admission fees.

Ronald Tutor Campus Center Grand Ballroom has one pre-approved Dance Event setup which utilizes Ballroom Sections C & D as the point of entry for all guests. All check-ins and ID checks will take place in this section.

Minimum Staffing:
Two Student Affairs Staff
One DPS Public Safety Officer
One Student Organization Advisor

Fee:
All fees will be determined by the Scheduling Office and those departments providing services for the event (e.g. DPS).

*Events will vary in size. The estimated attendance is used to develop staffing and security needs/requirements. Every event will be evaluated individually and assigned to an appropriate level based on a variety of factors (size, audience, time, history of event/program, experience with student organization, etc.).
Level 3 Dance

Level 3: (100-800* in attendance)
Open to USC students with valid USC ID and no more than one guest per USC student with photo ID and proof of being 18 years or older.

Note: 800 is the limit set by the Fire Marshal for dances in the ballroom. Clickers are used to count attendees as they enter.

Approved dance locations and timeline for a level 3 dance:
Ronald Tutor Campus Center Grand Ballroom

Level 3 dances may only be scheduled between 3:00 p.m. on Friday and 5:00 p.m. on Sunday.

Entry Guidelines:
USC students with valid USC ID and no more than one guest per USC student with photo ID and proof of being 18 years or older. The guests must show photo proof of age 18 or older before entering the dance. The USC student of the sponsoring organization will be held responsible for the guest.

Ronald Tutor Campus Center Grand Ballroom has one pre-approved Dance Event setup which utilizes Ballroom Sections C & D as the point of entry for all guests. All check-ins and ID checks will take place in this section.

DPS to check IDs. Sponsoring organization members identified during the dance planning meeting, to wristband and collect admission fees.

Minimum Staffing:
Six Student Affairs Staff
Seven DPS Public Safety Officers
One Student Organization Advisor
One TCC Event Coordinator (Production Manager)

Fee:
All fees will be determined by the Scheduling Office and those departments providing services for the event. (e.g. DPS).

*Events will vary in size. The estimated attendance is used to develop staffing and security needs/requirements. Every event will be evaluated individually and assigned to an appropriate level based on a variety of factors (size, audience, time, history of event/program, experience with student organization, etc.).
Level 4 Dance

Level 4: (100-800* in attendance)
Open to USC students with valid USC ID with no more than one guest per USC student with photo ID and proof of 18 years or older. College students who are affiliated with the sponsoring organization (i.e. members of a citywide chapter of a USC recognized fraternity) may also attend as long as they have a valid college photo ID and have proof that they are at least 18 years of age. The names of all such guests must appear on a guest list submitted by the sponsoring organization at least 24 hours in advance of the start time of the event. Non-USC college students are not permitted to bring guests.

Note: 800 is the limit set by the Fire Marshal for dances in the ballroom. Clickers are used to count attendees as they enter.

Approved dance locations and timeline for a level 4 dance:
Ronald Tutor Campus Center Grand Ballroom

Level 4 dances may only be scheduled between 3:00 p.m. on Friday and 5:00 p.m. on Sunday.

Entry Guidelines:
USC Students with valid USC ID with no more than one guest per USC student. The guests must show photo proof of age 18 or older and must sign in before entering the dance. Non-USC college students are expected to sign in and must present valid college photo ID and proof of 18 years or older.

Ronald Tutor Campus Center Grand Ballroom has one pre-approved Dance Event setup which utilizes Ballroom Sections C & D as the point of entry for all guests. All check-ins and ID checks will take place in this section.

DPS Security to check IDs. Sponsoring organization members identified during the dance-planning meeting, to wristband and collect admission fees.

Minimum Staffing:
Six Student Affairs Staff
Seven DPS Public Safety Officers
One Student Organization Advisor
One TCC Event Coordinator (Production Manager)

Fee:
All fees will be determined by the Scheduling Office and service providing departments (e.g. DPS).

*Events will vary in size. The estimated attendance is used to develop staffing and security needs/requirements. Every event will be evaluated individually and assigned to an appropriate level based on a variety of factors (size, audience, time, history of event/program, experience with student organization, etc.).
General Policies for All Dances

**Required Approvals for Dances and Social Events**
Each of the following departments must submit written approval of the final event in addition to standard approvals required for all events.

1. Student Organization Faculty/Staff Advisor
2. Director of Campus Activities – TCC 330
3. Department of Public Safety – Lt. Mike Heckelman (MHeckelman@caps.usc.edu)
4. Office of Fraternity and Sorority Leadership (Greek events only) – Ray Carlos (racarlos@usc.edu)
5. Patrick Bailey, Senior Associate Dean of Student Affairs for level 1 and 2
6. Denzil Suite, Associate Vice President for Student Affairs for level 3 and 4 in consultation with the Vice President for Student Affairs

Additional approvals may be required for events serving food or alcohol, filming, fundraising, or selling merchandise.

**Pre-Event Meetings**
Sponsoring Organization must attend the University Events Group Meeting with DPS, the Scheduling Office, Fire Safety, Transportation Services, FMS, USC Hospitality, Filming, and University Bookstore. The University Events Group Meeting meets every Wednesday and accepts appointments for event proposals from 2:00 p.m. – 3:30 p.m. To get on the schedule for one of the meetings please email scevents@usc.edu at least a week in advance.

**Responsibilities of the Student Organization Sponsor**
In order to hold a dance in the Ronald Tutor Campus Center Grand Ballroom, student organizations must:

**Before the event:**
1. Participate in the above-mentioned pre-event meeting with key service providing departments.
2. Meet with the Scheduling Office staff at least four weeks prior to the event date to discuss the specifics of the event and to complete the required paperwork.
3. Reserve the venue and complete all required paperwork by indicated due dates.
4. Identify two student organization members to work as on-site contacts during the entire event.
5. Ensure that all promotional materials are approved prior to distribution.

**During the event:**
1. Attend the event from start to finish.
2. Wear name badges/stickers or clothing that clearly identifies them as the event sponsors to advisors, DPS, guests and other relevant personnel.
3. Perform event management duties during the entire event as applicable to the type of event, including selling tickets, collecting tickets, checking IDs, registering guests, managing the stage area and overseeing the audience activity.
4. Assist with crowd control, including emergency exit monitoring and notifying DPS, advisors or TCC staff of any problems that arise during the event.
5. Announce the approved end time of the event during the activity.
After the event:
   1. Announce that the event has ended.
   2. Assist in clearing people from the facility.
   3. Remain onsite until all cleanup and strike has been completed.

**Event Security Requirements**
All dances/socials in the Ronald Tutor Campus Center Grand Ballroom require security personnel according to the level of dance on site for the event. All non-student security personnel must be scheduled through DPS but will likely be a combination of armed and unarmed DPS officers and outsourced security personnel (Staff Pro or CSC). All security costs are the responsibility of the student organization.

**Wand Detectors**
An event may require the use of wand detectors if it is one where the student organization or department books the Ronald Tutor Campus Center Grand Ballroom for an event that has the following criteria:
   1. Advertising and admission is open to non-USC attendees; and
   2. The event is not primarily a performance with a seated audience

This will be decided by the DPS in consultation with the Vice President for Student Affairs.

**Ticket Sales**
All tickets must be purchased by a University of Southern California student with a valid USC ID. A USC student with a valid USC ID must purchase tickets for guests. All guests must be present at the time of ticket purchase and present a valid college ID.

Tickets must be printed and sequentially numbered. All tickets must be printed with the following information:
   1. Event is not open to the general public.
   2. Permitted Attendees according to the level of dance (USC students, guests with valid ID, college students with valid ID)
   3. All USC students must show valid USC ID to enter the venue.
   4. All guests must show valid photo identification to enter the venue.
   5. All guests must be 18 years or older with proof of age.
   6. No alcohol or drugs permitted.
   7. No in-and-out privileges.

**Audio Visual Information Requirements**
All audio visual requirements must be made known to the Scheduling Office at least four weeks prior to the event. Any performances will require tech riders, input lists, and backline delivery schedules.

**Event Costs**
The sponsoring organization is responsible for the payment of all venue rentals and staffing fees; all security personnel fees; all required fire and building safety permits; all cleaning fees; and any other associated event costs. All payments are due in advance of the event.
Staff or Faculty Advisor Participation
The organization’s staff or faculty advisor must be present for all meetings and the duration of the event.

Cleanup
All events must contract with USC Facilities and Maintenance for post-event cleanup. A $1000.00 refundable cleaning and damage deposit is required for all events. The cleaning and damage deposit will be kept for any events for which the venue is not cleaned by the end of the reservation time.

Cancellation Policy
Cancellation within three weeks of the event date results in the loss of 100% of venue rental and staffing fees.

Indemnification Policy
Indemnity: Purchaser assumes complete responsibility for the conduct of the persons attending the event and the condition of the University’s property and facilities after the event. Purchaser must return the University’s facilities to the condition they were in before the event. Any costs incurred by the University in cleaning or repairing the University’s facilities after the event will be assessed to the Purchaser and may be deducted from any cleaning and damage deposit placed by the Purchaser. The University assumes no responsibility for the loss, theft, or damage of personal property or damage to the person for the Purchaser or any of its event participants or guests. Purchaser agrees to indemnify and hold the University and its employees, contractors and agents harmless from and against all claims, damages, actions, liabilities, costs and demands arising from Purchaser’s and Purchaser’s event participants’ and guests’ use of the University’s facilities.

Limitation of Liability: Notwithstanding anything to the contrary contained herein, to the maximum extent permitted by law, in no event will USC be responsible for any incidental damages, consequential damages, exemplary damages of any kind, lost goodwill, lost profits, lost business and/or any indirect economic damages whatsoever regardless of whether such damages arise from claims based upon contract, negligence, tort (including strict liability of other legal theory), a breach of any warranty or term of this agreement, and regardless of whether Purchaser was advised or had reason to know of the possibility of incurring such damages in advance.

Objectionable Persons: The University reserves the right to eject from the facility any person whose behavior causes harm to themselves, other attendees or University property. Neither the University nor its employees shall be liable to Purchaser for any damages that may be sustained through the exercise of such a right.

Food & Beverages
All events wishing to serve food and/or beverages must obtain a signed Food and Beverage form from USC Hospitality Services at least three weeks prior to the event. The caterer name and contact info must be on file with the Scheduling Office at least three weeks prior to the event.

All catering must set up after the reservation start time and be completely cleaned and vacated from the venue by the reservation end time.
Late catering pick-ups or excessive cleanup requirements will result in the loss of the cleaning and damages deposit.

**Alcohol & Drug Policy**
Drugs, alcohol and controlled substances are not permitted at University dances.

No smoking is permitted on the Ronald Tutor Campus Center premises.
Planning a Dance - Worksheet

Step 1: Pre-Event Planning

☐ Have you scheduled your pre-event meeting with your advisor and the Office of Campus Activities?
  - What level of dance are you planning?
  - What is the reason/purpose for the event?
  - What entertainment are you hoping to have?
  - How will your entrance access work? (e.g. Guest list, wristband, tickets, etc.)
  - Are you planning to serve food/beverages?

☐ Assemble your team.
  - Who is the main contact responsible for coordinating all venue logistics and approvals? This person will also be responsible for managing day-of event logistics.
  - Do you have at least two crowd monitors?
  - Do you have at least 4-6 people to wristband and assist with ID check/check-in?
  - Do you have post-event cleanup volunteers identified?

Step 2: Secure the Venue

☐ Submit your reservation request to the Scheduling Office to secure a date. The Scheduling Office will book your event and send you all required paperwork. Include in your schedule:
  - Facility set and ready by __________
  - Catering set and ready by _________
  - Arrival time _____________
  - Event Start time __________
  - Event End time ___________
  - DJ/ Band announces last song ________ (lights up)
  - Cleanup completed by _________

☐ Have you turned in your $300.00 Non-Refundable Deposit for the Ballroom? Due five business days (one week) after your event is booked.

☐ Have you turned in your signed Event Status Report (contract) for the Ballroom? Due five business days (one week) after your event is booked.

☐ All other paperwork will be listed on your contract and is due four weeks prior to your event.

☐ Final payment is due two weeks prior to your event.

Step 3: Logistics and Planning

☐ Create a Budget for your Event
  - Room Rental Cost:
  - Venue Staffing Costs:
  - Security Costs:
  - Catering Costs:
  - Entertainment Costs:
  - Technical Equipment Costs:
  - Decorations and Supplies:
  - Cleaning Costs:
Food and Beverage Arrangements
  o Is your caterer approved by USC Purchasing or do they need to submit paperwork for approval (approval takes 2-4 weeks)?
  o Have you walked the space with your caterer to determine load-in location, set up time, cleanup schedule?
  o Have you arranged for parking for your caterer?

Book Talent
  o A letter of agreement or contract with the DJ or band is suggested to be on file with the Scheduling Office at least three weeks prior to your event date.
  o The contract or letter of agreement shall include the following: load-in location, required arrival time, date and start time and end time of dance, and a statement that DJ or band will not advertise the dance at non-University of Southern California events or through non-University of Southern California media.
  o Have you arranged for parking for your talent?

Secure Necessary Technical Equipment
  o What equipment does your talent require?
  o Does the Scheduling Office provide this equipment or do you need to rent from an outside company?

Vendor Arrangements
  o Are you renting any additional equipment for your dance (lighting, audio, linens, decorations, etc.)?
  o Have you done a site walk with your vendors to determine placement of materials, load-in/out schedule, etc.?

Make a List of Supplies Needed. Examples include:
  o Guest Lists
  o Event Schedule
  o Nametags
  o Pens/Sharpies
  o Wristbands
  o Attendance Counters (provided by TCC)
  o Camera

Step 4: Obtain Final Approvals and Complete Approval Signature Page
  o Security
  o Campus Activities/Student Affairs
  o Turn Approval Signature Page into Scheduling Office
Step 5: Event Publicity

- Review event publicity policy information in this handbook
- Create publicity to include
  - Fliers, posters, invitations, advertisements, social media, email lists, etc.
- Make sure all publicity materials include the following language:
  - The full name of the sponsoring organization
  - The time, date and place of the event
  - Any entrance fees or costs to participate
  - Entry guidelines in accordance with the level of dance you are planning
    - ID requirements
  - Event is not open to the general public
  - No alcohol or drugs permitted
  - No in-and-out privileges
- Submit all publicity materials to the Office of Campus Activities for approval
- Once approved, distribute accordingly

2 Weeks before the Event

- Confirm all logistics with the Scheduling Office and DPS
- Create a final event agenda and send to the Scheduling Office

Day of Event

- Introduce yourself to the venue staff and be available to answer any questions during set up
- Make sure all staff and volunteers have an updated event schedule
- One hour before the event, complete a security walk with security and house staff and your event volunteers. Review ticketing and check in procedures with everyone.
- Have all guest lists/will call lists/nametags in alphabetical order

Post-Event Follow-Up

- Settle any outstanding bills
- Complete event survey or schedule follow-up meeting with the Scheduling Office
- Send thank you notes
- Complete and file all event documents, timeline, budget, correspondence and publicity to share with future event planners
Publicity

All advertising and communication plans/timelines must be submitted in advance to the approving departments. No advertising is permitted until all approvals, paperwork and final payments have been received.

All printed publicity such as flyers, posters and/or postcards must include the entry guidelines listed below in accordance with the level of dance identified during the dance agreement-planning meeting.

All posters need to be approved by the Office of Campus Activities before they go up around campus (including residence halls). Remember, if you haven’t registered your event with the office, your flyers will not be approved for posting.

The Office of Campus Activities stamps all posted materials as a certification that the sponsoring organization has met all the applicable conditions as outlines in the SCampus.

The following must be indicated on ALL materials to be posted:
   1. The full name of the sponsoring organization
   2. The time, date and place of the event
   3. Any entrance fees or costs to participate
   4. Entry guidelines

Entry Guidelines (included on publicity):
Level 1 (Open to University of Southern California student organization members only)
University of Southern California (‘organization name’) members with valid USC ID

Level 2 (Open to University of Southern California students only)
University of Southern California (or USC students) with valid USC ID

Level 3 (Open to University of Southern California students and guest(s)
University of Southern California (or USC students) with valid USC ID or college students with valid college photo ID and proof of 18 years or older

Level 4 (Open to University of Southern California students, guest(s), and other college students)
University of Southern California community (or USC students) with valid USC ID or college students with valid college photo ID and proof of 18 years or older
Dance Meeting Checklist
The following items will be discussed during the dance staff meeting typically scheduled one hour prior to the dance start time. This checklist has been designed to ensure a pleasurable and safe dance for all those who participate.

Introductions
☐ Sponsoring Organization
☐ TCC Student Event and Security Staff
☐ TCC Staff
☐ Public Safety
☐ Production Manager

Work Assignments
☐ ID check at entry (DPS Security Staff or Sponsoring Organization for Level 1 events)
☐ Monitor crowd (TCC Staff, Public Safety and Sponsoring Organization)
☐ Monitoring fire exits (Public Safety)
☐ Wristband and collect admission fee (Sponsoring Organization)

Review Dance Entry Guidelines
☐ Determined by level of dance, identified during dance-planning meeting.

Capacity
☐ TCC to provide counters to track attendance
☐ Protocol when max attendance is reached
☐ Number expected, general questions about size of crowd

Ending the party
☐ Departure strategies—DJ announcement, sponsors roles, food and facility
☐ Outside venue

Post-Evaluation—see following page
Post-Dance Event Evaluation Form
This is a short post-dance event evaluation to follow up on this evening’s dance. We hope that every aspect of your event went well. We encourage you to provide comments regarding your overall event planning experience as well as the quality of service provided for you and your guests.

Today’s Date: ___________ Estimated Attendance: ________
Actual Attendance: _________

Sponsoring Organization Comments
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Signature: ________________________________

Advisor’s Comments
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Signature: ________________________________

TCC Staff Comments
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Signature: ________________________________

Department of Public Safety Comments
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Signature: ________________________________

Production Manager Comments
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Signature: ________________________________
SOCIAL/DANCE PROPOSAL APPROVAL FORM  
Student Life and Involvement

Please fill out this form completely. Prior to filling out the form, please read through the social/dance protocols and be prepared to answer basic questions about your event’s ticketing, advertising, entertainment and co-sponsorships. All requirements of the approving departments must be met prior to final event approval. Return the completed form (once all signatures have been obtained) to the Scheduling Office in TCC 330.

Client Information:

<table>
<thead>
<tr>
<th>Today’s Date:</th>
<th>[ ]</th>
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</thead>
<tbody>
<tr>
<td>Organization Name:</td>
<td></td>
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<tr>
<td>Contact Name:</td>
<td>[ ]</td>
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<tr>
<td>Contact Cell Phone:</td>
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<tr>
<td>Contact Email:</td>
<td></td>
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</tbody>
</table>

Event Information:

<table>
<thead>
<tr>
<th>Event Date:</th>
<th>Event Start and End Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Location(s):</td>
<td></td>
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<tr>
<td>Event Type: (Circle all that apply)</td>
<td>Fundraiser - Reception - Dance - Dinner - Cultural - Competition Other (please specify):</td>
</tr>
<tr>
<td>Detailed Event Description: (Attach additional pages as needed)</td>
<td></td>
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</tbody>
</table>

REQUIRED DANCE PROPOSAL APPROVALS

*Signatures below indicate that the proposed dance/social has been reviewed and is approved by you and that all dance/social policies and requirements will be followed.

Primary Contact Signature:

______________________________________________________________  
Date: _______________________

Staff/Faculty Advisor Signature:

______________________________________________________________  
Date: _______________________

Director of Campus Activities Signature:

______________________________________________________________  
Date: _______________________

Office of Fraternity & Sorority Leadership Signature (Greek only):

______________________________________________________________  
Date: _______________________
REQUIRED DANCE PROPOSAL APPROVALS (continued)

*Signatures below indicate that the proposed dance/social has been reviewed and is approved by you and that all dance/social policies and requirements will be followed.

USC Department of Public Safety Signature:

_____________________________________________________________

Date: ______________________

Senior Associate Dean of Student Affairs (Level 1 and 2):

_____________________________________________________________

Date:  _____________________

Associate Vice President for Student Affairs (Level 3 and 4):

_____________________________________________________________

Date:  _____________________
University of
Southern California

Outdoor Event Policy
Planning Booklet
Approval Form
Planning an Outdoor Event

Having an Outdoor Event at the University of Southern California requires pre-planning for the student organization to assure an event that is pleasurable and safe for all those who participate. This booklet has been designed to assist you in planning for your event.

In order to hold an outdoor event, the sponsoring organization must register the event with the Office of Campus Activities, TCC 330, and meet with the Director of Campus Activities and DPS no later than four weeks prior to the event, to discuss the event, and acknowledge the preliminary event confirmation, or the event is subject to cancellation.

The Outdoor Event Policy includes provisions for five levels of dances as follows:
Level 1 – Open to University of Southern California student organization members only
Level 2 – Open to University of Southern California students only
Level 3 – Open to University of Southern California students and guest(s)
Level 4 – Open to University of Southern California, guest(s) and other college students
Level 5 – Open to University of Southern California, guest(s), other college students and community members

Depending on the level of the event and the anticipated attendance, the costs, timing, locations and security requirements vary. Fees paid by the student organization vary depending on the location, staffing, security and venue setup. Additional costs may include rental equipment, facilities services, entertainment costs and/or catering.

Violation of any of the event planning guidelines will be reviewed by the Senior Associate Dean of Students and referred to the Office for Student Judicial Affairs and Community Standards for adjudication where appropriate sanctions will be issued.
**Level 1 Outdoor Event**

**Level 1 Event Definition:**
Level 1 events include student organization meetings, socials, picnics, etc. that are open to recognized and approved sponsoring student organization members only. Participants must present valid USC ID to participate and be an active member of the sponsoring organization. Level 1 events have minimal setup and event requirements.

**Expected Attendance: 1-100* participants**

**Approved Outdoor locations for a level 1 event*:**
Alumni Park  
Associates Park  
Bogardus Courtyard  
Crocker Plaza  
EF Hutton Park  
Fred Fagg Jr. Gardens (BBQ Pits)  
Founder’s Park  
Gavin Herbert Plaza  
McCarthy Quad  
Pardee Plaza  
Queen’s Courtyard  
Tommy Trojan/Hahn Plaza  
VKC Courtyard

**Approved reservation hours for a level 1 event*:**
Level 1 events may be scheduled:  
Sunday – Thursday from 8:00 a.m. – 10:00 p.m.  
Friday – Saturday 8:00 a.m. – 2:00 a.m.
*Note: reservations with amplified sound have limited venue and reservation hour options. Please see Amplified Sound Policy for more information.

**Entry Guidelines:**
Since this is for events that are restricted to student organizations only, official member(s) of the organization identified during the outdoor event-planning meeting will be responsible for checking USC ID and validating membership.

**Minimum Security Staffing:**
One Student Affairs Staff  
Student organization members are responsible for ID check.

**Fees:** All fees will be determined by Scheduling Office and service-providing departments (e.g. DPS).

*Events will vary in size. The estimated attendance is used to develop staffing and security needs/requirements. Every event will be evaluated individually and assigned to an appropriate level based on a variety of factors (size, audience, time, history of event/program, experience with student organization, etc.).
Level 2 Outdoor Event

Level 2 Event Definition:
Level 2 events include larger picnics and BBQs, outdoor noontime concerts, receptions, philanthropic events, etc. which are open to all USC students with a valid USC ID. Participants must present valid USC ID.

Expected Attendance: 100-500* participants

Approved Outdoor locations for a level 2 event*:
Alumni Park
Associates Park
EF Hutton Park
Fred Fagg Jr. Gardens (BBQ Pits)
Founder’s Park
McCarthy Quad
Pardee Plaza
Queen’s Courtyard
Tommy Trojan/Hahn Plaza
VKC Courtyard

Approved reservation hours for a level 2 event*:
Level 2 events may be scheduled:
Sunday – Thursday from 8:00 a.m. – 10:00 p.m.
Friday – Saturday 8:00 a.m. – 2:00 a.m.
*Note: reservations with amplified sound have limited venue and reservation hour options. Please see Amplified Sound Policy for more information. Reservations starting after 6:00 p.m. may also have venue limitations depending on security concerns.

Entry Guidelines:
Official member(s) of the organization identified during the outdoor event-planning meeting, to check USC ID.

If event is during the day (8:00 a.m. – 6:00 p.m.) no ID check will be required.

Events starting after 8:00 p.m. will require a perimeter (fencing) and an ID check. DPS or student organization members may check IDs.
This level event does require some staffing to be present.

Fencing is a coordinated service through FMS and we will work with FMS and the University Events Group to develop a fencing “standard” for events that require it.

Minimum Security Staffing:
One Student Affairs Staff
One Student Organization Advisor

Fees: All fees to be determined by USC Scheduling Office and service providing departments (e.g. DPS).
*Events will vary in size. The estimated attendance is used to develop staffing and security needs/requirements. Every event will be evaluated individually and assigned to an appropriate level based on a variety of factors (size, audience, time, history of event/program, experience with student organization, etc.).
Level 3 Outdoor Event

Level 3 Event Definition:
Level 3 events include concerts, comedy shows, performances, cultural events, picnics, BBQs, banquets, receptions, philanthropic events, etc. which are open to all USC students, faculty and staff with a valid USC ID and no more than one guest per USC student with photo ID and proof of 18 years or older.

Expected Attendance: 500-1000* participants

Approved Outdoor locations for a level 3 event*:
Alumni Park
Associates Park
EF Hutton Park
Founder’s Park
McCarthy Quad
Pardee Plaza
Tommy Trojan/Hahn Plaza

Approved reservation hours for a level 3 event*:
Level 3 outdoor events may only be scheduled between 3:00 p.m. on Friday and 5:00 p.m. on Sunday.
*Note: reservations with amplified sound have limited venue and reservation hour options. Please see Amplified Sound Policy for more information.

Entry Guidelines:
USC students with valid USC ID and no more than one guest per USC student with photo ID and proof of 18 years or older. The guests must show photo proof of age 18 or older before entering the event. The USC student of the sponsoring organization will be held responsible for the guest.

DPS will work with the sponsoring organization to identify the perimeter of the event. In some cases, fencing may be required to establish points of access and egress for guests and create appropriate check-in location(s). DPS Security will check IDs. Sponsoring organization members identified during the outdoor event-planning meeting, to wristband and collect admission fees, if applicable.

Minimum Security Staffing:
Four to Six Student Affairs Staff
Seven DPS Public Safety Officers
One Student Organization Advisor
One TCC Event Coordinator (Production Manager)

Fees: All fees will be determined by USC Scheduling Office and service providing departments (e.g. DPS).

*Events will vary in size. The estimated attendance is used to develop staffing and security needs/requirements. Every event will be evaluated individually and assigned to an appropriate level based on a variety of factors (size, audience, time, history of event/program, experience with student organization, etc.).
**Level 4 Outdoor Event**

**Level 4 Event Definition:**
Level 4 events include concerts, comedy shows, performances, cultural events, picnics, BBQs, banquets, receptions, philanthropic events, etc. which are open to all USC students, faculty and staff with a valid USC ID and no more than one guest per USC student with photo ID and proof of 18 years or older.
College students who are affiliated with the sponsoring organization (i.e. members of a citywide chapter of a USC recognized fraternity) may also attend as long as they have a valid college photo ID and have proof that they are at least 18 years of age. The names of all such guests must appear on a guest list submitted by the sponsoring organization at least 24 hours in advance of the start time of the event. Non-USC college students are not permitted to bring guests.

**Expected Attendance: 1000 – 5000* participants**

**Approved Outdoor locations for a level 4 event***:
EF Hutton Park  
Founder’s Park  
McCarthy Quad  

**Approved reservation hours for a level 4 event***:
Level 4 outdoor events may only be scheduled between 3:00 p.m. on Friday and 5:00 p.m. on Sunday.  
*Note: reservations with amplified sound have limited venue and reservation hour options. Please see Amplified Sound Policy for more information.

**Entry Guidelines:**
USC students with valid USC ID with no more than one guest per USC student. The guests must show photo proof of age 18 or older and must sign in before entering the dance. Non-USC college students are expected to sign in and must present valid college photo ID and proof of 18 years or older but will need to be on a submitted in advance guest list.

DPS will work with the sponsoring organization to identify the perimeter of the event. In some cases, fencing may be required to establish points of access and egress for guests and create appropriate check in location(s).

DPS security will check IDs. Sponsoring organization members identified during the outdoor event-planning meeting, to wristband and collect admission fees, if applicable.

**Minimum Staffing:**
Six Student Affairs Staff  
Seven DPS Public Safety Officers (more may be required for larger events)  
One Student Organization Advisor  
One TCC Event Coordinator (Production Manager)
Fees: All fees will be determined by USC Scheduling Office and service providing departments (e.g. DPS).

*Events will vary in size. The estimated attendance is used to develop staffing and security needs/requirements. Every event will be evaluated individually and assigned to an appropriate level based on a variety of factors (size, audience, time, history of event/program, experience with student organization, etc.).
Level 5 Outdoor Event

Level 5 Event Definition:
Level 5 events are events which are open and marketed to the local community/non-University affiliated participants or any event that involves minors on campus. [NOTE: Examples include “Safe Halloween Night” where student organizations collaborate to invite neighborhood children to trick-or-treat on campus. As part of the approval process, the Office of Civic and Community Relations is notified and involved in the planning and approval process.

Expected Attendance: 1-5000*

Approved Outdoor locations for a level 5 event*:
Alumni Park
Associates Park
EF Hutton Park
Fred Fagg Jr. Gardens (BBQ Pits)
Founder’s Park
McCarthy Quad
Pardee Plaza
Queen’s Courtyard
Tommy Trojan/Hahn Plaza
VKC Courtyard

Approved reservation hours for a level 5 event*:
Level 5 events may be scheduled:
Sunday – Thursday from 8:00 a.m. – 10:00 p.m.
Friday – Saturday 8:00 a.m. – 2:00 a.m.
*Note: reservations with amplified sound have limited venue and reservation hour options. Please see Amplified Sound Policy for more information. Reservations starting after 6:00 p.m. may also have venue limitations depending on security concerns.

Entry Guidelines:
University of Southern California community (or USC students) with valid USC ID or college students with valid college photo ID and proof of 18 years or older. Community members must have a valid photo ID and if under the age of 18, be accompanied by an adult.

DPS will work with the sponsoring organization to identify the perimeter of the event. In some cases, fencing may be required to establish points of access and egress for guests and create appropriate check in location(s).

DPS security will check IDs. Sponsoring organization members identified during the outdoor event-planning meeting, to wristband and collect admission fees, if applicable.

Minimum Security Staffing:
Six Student Affairs Staff
Seven DPS Public Safety Officers (more may be required for larger events)
One Student Organization Advisor
One TCC Event Coordinator (Production Manager)
**Fees:** All fees will be determined by the Scheduling Office and service providing departments (ex. DPS).

*Events will vary in size. The estimated attendance is used to develop staffing and security needs/requirements. Every event will be evaluated individually and assigned to an appropriate level based on a variety of factors (size, audience, time, history of event/program, experience with student organization, etc.).
General Policies for Outdoor Events

AMPLIFIED SOUND POLICY
1. To maintain the academic environment at the University the use of amplified sound in parks must be approved by the Scheduling Office.
2. The use of outdoor areas for amplified events is limited by the nature of the area, where the event is taking place and the probability of interference with official University functions and the specific tier of the event.
3. There are three tiers of amplified sound events. The tier is based on the type of event, number of attendees and equipment required to support the event. Tier status is determined by the Scheduling Office. Tiers are defined as follows:
   a. Tier 1
      i. Public address system used for speaking engagements only
      ii. No music permitted
      iii. Attendance less than 50 persons
      iv. Decibel level may not exceed 90 decibels. Decibel reading to be done on a scale of A weighting, 45 feet from the stage
      v. E.g. Reception to honor outstanding employees includes a speaker at a podium to present the awards, poetry reading, etc.
   b. Tier 2
      i. Public address system used for speaking engagement
      ii. Small sound system used for A/V or CD playback
      iii. Small sound system used for musical ensembles (bands)
      iv. Non-amplified duo or trio music combos
      v. Attendance between 50 and 250 people
      vi. Decibel level may not exceed 90 decibels. Decibel reading to be done on a scale of A weighting, 45 feet from the stage
      vii. E.g. Movie night in McCarthy Quad, Student Organization welcome back barbeque with background music, noontime concerts, small dances, events that fit within the range of the outdoor sound system, etc.
   c. Tier 3
      i. Large sound system used for speaker, A/V, or CD playback
      ii. Large sound system used for music ensemble (bands)
      iii. Attendance more than 250 people
      iv. Decibel level may not exceed 98 decibels. Decibel reading to be done on a scale of A weighting, 45 feet from the stage
      v. E.g. Welcome Week Concert, Troy Week Concert, DJ performances, dances etc.
4. The dates, times and locations of amplified sound events will depend on the tier of the event, events or classes already scheduled and possible interference to surrounding buildings. In general the following regulations apply:
   a. Tier 2 and 3 events may not be scheduled during regular classroom instruction if the possibility of interference exists except for noontime concerts at Tommy Trojan/Hahn Plaza.
   b. In order to minimize the disruption to surrounding classrooms, offices, residence halls and performance venues, the number of tier 2 and 3 amplified sound events has been limited to five per month. This limit does not include
5. Place: The following programmatic areas allow for amplified sound on a limited basis. The acceptable tiers are noted within each venue description.

a. **Alumni Park** – Defined as the area bordered by Doheny Library on the east, Trousdale Parkway on the west, Child’s Way on the south and VKC on the north. Tier 1 & 2 events only.

b. **Crocker Plaza** – Defined as the area surrounding the vertical fountain north of Hoffman Hall and south of Hancock Foundation. Tier 1 events only.

c. **EF Hutton Park** – Defined as the area adjacent to the east side of the Annenberg School for Communications. EF Hutton Park is bordered by Founder’s Park to the east, Annenberg School for Communications to the west, Associates Park to the south and Norris Cinema Theatre to the north. Tier 1 and 2 events only.

d. **Founder’s Park** – Defined as the area bordered by Trousdale Parkway to the east, EF Hutton Park to the west, Norris Cinema Theatre and Taper Hall of Humanities to the north and the administration building to the south. Tier 1 and 2 events only.

e. **McCarthy Quad and Fred Fagg Jr. Gardens (Grill area)** – Defined as the area bordered by Parking Structure X to the east, VKC and Social Sciences to the east, Doheny Library to the south and Leavy Library to the north. Adjacent to Pardee Tower, Birnkrant, and New/North dormitories. Tier 1, 2 and 3 events only.

f. **Hahn Plaza/Tommy Trojan** – Defined as the northeast corner of the Student Union building, north to the southeast corner of the Bovard Lawn, east to Alumni Park, south to the northwest corner of the Herklotz Lawn and west to the northeast corner of the Student Union building. Tier 1 and 2 events only.

g. **Pardee Plaza** – Defined as the public space located at the south end of Trousdale Parkway, bordered by Mudd Hall of Philosophy on the west, Exposition Boulevard on the south and the Bridge Memorial Hall lawn on the east. Tier 1 events only.

h. **Queen’s Courtyard** – Defined as the area surrounding the inverted fountain, bordered by Bing Theatre on the west, Ramo Lawn on the north, Norris Cinema Theatre on the east and Annenberg School for Communication on the south. Tier 1 events only.

i. Event venues not listed do not permit any amplified except for official University events (e.g. commencement) sponsored by University Protocol and
Events. If you have questions regarding this policy please contact the Scheduling Office at scevents@usc.edu.

6. Approvals: Events involving amplified sound will require an event notification email to be sent from the Scheduling Office to surrounding buildings and Classroom Scheduling. Any academic institutions or classes that may be negatively impacted by the requested event must be able to be suitably relocated.
   a. Alumni Park, McCarty Quad, and VKC Courtyard events require written approval from Leavey, VKC and Doheny Libraries, VKC, and Classroom Scheduling.
   b. EF Hutton Park events require written approval from the Annenberg Scheduling Office.
   c. Founder’s Park events require written approval from Taper Hall of Humanities.

7. Days/Hours: Amplified sound is permitted on campus the following days and times.
   a. Monday through Friday
      i. Tier 1 and tier 2 events are permitted from 12:00 p.m. - 1:00 p.m. in Hahn Plaza/Tommy Trojan provided that no other amplified sound events are scheduled on that date.
      ii. Tier 1 events must be scheduled Monday through Friday, in any programmable outdoor venue, provided that no other amplified sound event is happening at the same time, and must end no later than 10:00 p.m.
      iii. Tier 2 events can be scheduled outside of University hours (12:00 p.m. - 1:00 p.m.) no more than five times per month or at the discretion of the Scheduling Office, provided that all surrounding buildings and Classroom Scheduling approve.
   b. Friday night after 5:00 p.m., Saturday and Sunday
      i. Tier 1, tier 2, and tier 3 events can be scheduled on Saturdays (expect for on home football game days) and Sundays provided that all surrounding buildings and Classroom Scheduling approve.

ANIMAL AND PETTING ZOO PERMIT
Petting Zoos and events with animals (pet a puppy for finals) require special approval from Risk Management. The company providing the animals must provide a valid license for the animal(s) coming to campus. The City of Los Angeles has a Special Event Permit required for events with certain animals. Risk Management can advise all clients on when the city permit is required.

BBQs
1. All BBQ reservations, regardless of location, must communicate event details to USC Fire Safety and receive approval. Requirements include, but are not limited to proper coal disposal, barricades for BBQs, and fire extinguishers present at the event site.
2. If the barbeque pits in McCarthy Quad (Fred Fagg Jr. Gardens) are reserved through the Scheduling office, all food must be catered and approved by USC Hospitality.
3. Barbeques are allowed on a first-come, first-served basis if the group is less than 25 people and does not require catering approval.
4. Fire Safety Requirements for BBQs:
   a. Fire Safety permits required for big BBQ setups.
   b. Portable BBQs may only use charcoal briquettes, natural gas or electricity as fuel.
   c. BBQs are not permitted in covered or enclosed areas and must be at least five feet away from combustible material. There must be five feet of clear working space around the device.
   d. BBQs must be away from public access. Non-operators cannot get within five feet of BBQ.
   e. One water type extinguisher of at least 2.5 gallon capacity is required next to the BBQ.
   f. Flammable liquids to start the charcoal are not permitted.
   g. At termination of use, embers and ashes shall be thoroughly soaked with water and disposed of in FMS provided metal trash cans.

BUILDING AND SAFETY PERMIT
   1. A B&S Permit is required for any event that includes:
      a. Building a structure as part of their event.
      b. Involving natural gas, electrical or water installations that extends from a building.
   2. E.g. Skateboard event wants to build a ramp to use for demonstrations in McCarthy Quad.

CABLE RAMPS
   1. Cable ramps are required for any event that is laying cable, wire, gas/water piping along the ground in public areas, pedestrian or vehicular pathways.
   2. Cable ramps are used to minimize the risk of tripping.

CHANGE OF USE PERMIT
   1. Occasionally, the City of Los Angeles will require a change of use permit be filed for an event that is using a space in a manner drastically different than how the space was intended to be used.
   2. For example, if a client wants to have a concert inside an office space, a change of use permit will be required. This is a grey area for outdoor parks and plazas. McCarthy Quad is zoned as a park but was built specifically to house all kinds of events. The change of use permit is required on a case-by-case basis outside.
   3. Additional fees apply.

DELIVERIES/PICK-UPS
   1. All outdoor spaces start empty. Every event has to bring in all of the materials, staging, sound system, etc. via delivery of some kind.
   2. All deliveries must be included on the Reservation Request - Event Timeline
      a. Include:
         i. Company Name
         ii. Delivery Contact Name
         iii. Delivery Contact Phone Number
         iv. Items expected
3. There are restrictions on how vehicles get access to the venues. There is a vehicle ban in the center of campus which is in effect Monday through Friday from 8:00 a.m. - 5:00 p.m.
   a. Vehicle paths must be determined in advance by Transportation Services, DPS, Fire Safety and Scheduling.
   b. Vehicle access must be granted each day of the event by calling the DPS non-emergency line or pre arranging gate access with Transportation Services.
   c. Vehicles may not park in fire lanes to deliver/pick up.
4. All delivery vehicles may not park at the event location for the duration of the event. They must obtain a parking permit for a structure or loading zone.
5. Vehicles are banned from event locations from at least one hour before patrons arrive through at least one hour after all patrons have left the facility to minimize risk to patrons.

**DIAGRAMS**
1. Required for every outdoor event.
2. All setups must be included on the diagram.
3. Tables shall be arranged so the edges of adjacent tables are at least 54 inches apart.
4. Rectangular tables arranged to accommodate seating on one side only shall have at least 36 inches between adjacent table edges.
5. Every chair shall be within 20 feet of an aisle.
6. Loose chair seating, the space between rows of chairs, shall be at least 33 inches. The space between the back of each seat and front of the seat immediately behind shall be at least 12 inches. Seats shall be arranged with no more than six intervening seats between any seat and an aisle.
7. Chairs numbering 300 or greater must be tied together (not left loose).
8. All venue occupant loads must be maintained; exits and aisles must be indicated on the diagram.

**DIVISION 5 PERMIT**
1. The Division 5 Permit is a City of LA permit for events.
2. Required for any of the following:
   a. Events with over 400 square feet of total tenting (any event with more than four 10’x10’ pop up tents).
   b. Events with generators.
   c. Event with outdoor cooking or BBQs.
   d. Events with over 500 people.
   e. Events with staging over 24’ tall.
3. Division 5 Permit can be filled out online and must be filed with the City of Los Angeles.
   a. [http://capsnet.usc.edu/events/WebPDF/DIVISION5PACKAGE.pdf](http://capsnet.usc.edu/events/WebPDF/DIVISION5PACKAGE.pdf)
4. Fees apply.
5. Events requiring permits that fail to obtain them or request them in a timely manner will not be allowed to proceed unless all setup components requiring approval are removed.

**ELECTRICITY**
1. Power is not automatically guaranteed outside except at Tommy Trojan which has a quad box that should live in a “live” state.
2. Any client who needs access to power must request use of electrical outlets through Facilities Management Services. Additional fees will apply.
3. Clients may elect to bring generators for power, however, additional Fire Safety approval is needed for the use of all generators and all generators must be barricaded.

**FACILITIES MANAGEMENT SERVICES (FMS)**
1. FMS approval is required for all outdoor events. Clients start the approval process by submitting to FMS an FMS Event Planning Checklist (available for download from the Scheduling Office website).
2. The Scheduling Office will require a copy of the checklist to know what has been requested and help advise the clients if additional requests are necessary.
3. All FMS requests come at a cost. The rate sheet is attached to the checklist online.
4. Requests must be made at least one month in advance of the event date, otherwise FMS cannot guarantee service.
5. Clients are not required to rent equipment (tables, chairs, tents) from FMS, although FMS does offer this service. Clients can use an outside rental company for these items.
6. FMS is required for:
   a. All electrical requests.
   b. All requests for access to restrooms and custodial services.
   c. All requests to turn sprinklers off.
   d. All requests to turn fountains off.
7. Clients who fail to properly schedule clean up services (trash pick-up) may be charged cleaning and damage fees after the event.

**FIRE LANES**
1. A 20’ fire lane with 14’ clearance must be maintained at all times during a reservation.
2. The USC campus has designated fire lanes that must be maintained at all times.

**FOOD TRUCKS**
1. Food trucks are often used to cater events on campus. For an event to bring in a food truck, the following must apply:
   a. Food trucks supporting events on Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. will only be approved in the following areas:
      i. McCarthy Quad: On the cement inlet on the southern end towards Doheny
      ii. Pardee Plaza: The southern end of Trousdale Parkway between Bloom Walk and Exposition Blvd.
      iii. Childs Way: Between Cromwell Field and Grace Ford Salvatori Hall
   b. The food truck needs to be in support of a larger event. Food trucks cannot be brought on campus as the event itself.
   c. Client must ensure the food truck is approved by USC Hospitality. Please see below for what is needed for approval.
   d. The food truck must be labeled clearly on the diagram that is approved by Fire Safety.
   e. Client must coordinate with Transportation Services and DPS to get the food truck safely into place for the event.
   f. All vehicles, including food trucks, are prohibited from parking on grass.
2. Additional approvals from USC Hospitality are required for food trucks. Please see the Food and Beverage Policy in the Event Management Handbook.

**FOUNTAINS**
1. Can be turned on and off at the request of FMS but generally default to on.
2. Can be drained at the request of FMS but generally remain full of water.
3. Additional fees may apply.

**GENERATORS**
1. Generators must:
   a. Be placed 20 feet from buildings and structures.
   b. Have a 20BC Fire Extinguisher placed nearby.
   c. Larger generators need to be barricaded.

**HOLIDAYS (pertaining to having an event on a USC holiday)**
1. USC is technically closed on all major University Holidays (listed on academic calendar). This means that all resource offices (DPS, FMS, Fire Safety, Transportation Services, etc. are closed and their employees have the day off).
2. Clients can reserve outdoor space on holidays but they must do so with the understanding that they will be charged overtime for all services needed.
3. In some cases, services may not be available at all on holidays.
4. Check with individual approving departments to confirm if they can support holiday events.

**INCLEMENT WEATHER POLICY**
See Unavoidable Happenings

**IRRIGATION/SPRINKLERS**
1. FMS is responsible for scheduling all irrigation/sprinkler systems.
2. Clients are responsible for contacting FMS to have the sprinklers scheduled to be off during their outdoor events.
3. The Scheduling Office is not liable if the sprinklers go off during an event.

**INTERNET**
1. WiFi is available everywhere, for everyone.
2. If a client needs a wired Ethernet connection – you may request a meeting to discuss options with USC Information Technology Services, 213.740.5555.
3. ITS will charge us activation fees of $200-$500 per port, which the client will be responsible for paying.
4. Only laptops and computers registered with ITS in advance of an event (takes about 24 hours to register an IP address) can plug into a port. Unregistered computers that try to plug into ports will automatically deactivate the port.

**MCCARTHY QUAD EVENTS**
1. Due to a shallow, flat irrigation system (netting under the grass) no stakes are permitted in McCarthy Quad. Stakes driven into the grass will break the irrigation and result in fines for the client. All tents must be weighed down with barrels or other means.
2. Athletic events are limited in McCarthy Quad due to hazard to pedestrians. Any sports with balls or flying objects will require fencing or barricades to limit cross traffic from pedestrians.

OUTDOOR COOKING
1. No cooking under tents, canopies or membrane structures is allowed. A 10 ft. clearance must be maintained between any structures and the cooking.
2. Every booth where there is cooking require a 2A-10BC fire extinguisher nearby.
3. BBQs must be kept in a remote area with no public access.

RESTROOM ACCESS
1. Access to restrooms is not guaranteed for outdoor events. Outdoor event planners must take care to ensure access to restrooms for event participants.
2. Building restrooms access can be coordinated through Facilities Management Services. Client will pay for restroom cleaning and restocking fees.
3. In some cases, if building restrooms are not available or adequate (based on number of attendees), client will have to rent port-a-potties which can be coordinated through FMS. All port-a-potties need to be on the diagram.

TREES
1. FMS is responsible for the health and upkeep of all trees on campus. Requests to hang materials/decorations in the trees must be approved by FMS directly.
2. Clients will be charged for any damages done to the trees as a result of their setup.
3. No nails or staples are permitted; materials/decorations can only be tied to trees.

UNAVOIDABLE HAPPENINGS
Unavoidable Happenings: If the University, at its sole discretion, must cancel an event due to circumstances out of its control, including without limitation: weather, loss of power, fire, terrorism, casualty, labor strike, or other occurrence which renders impossible the fulfillment of and terms of this reservation agreement, the Purchaser shall have no right or claim for damages against the University. The University is not obligated to refund rental or staffing charges or to reschedule the event.

WEDDINGS
1. Outdoor weddings are permitted during summers only.
2. Weddings often conflict with summer construction. The Scheduling Office cannot guarantee that the University construction projects will not conflict with summer events. Many times, green construction fencing will be up in different parts campus and visible from most outdoor parks and plazas.
Planning an Outdoor Event - Worksheet

Step 1: Pre-Event Planning
☐ Have you scheduled your pre-event meeting with your advisor and the Office of Campus Activities?
  o What level of Outdoor Event are you planning?
  o Who do you want to participate in your event?
  o What is the reason/purpose for the event?
  o How will your entrance access work? Guest list, wristband, tickets, etc.

What entertainment, if any, are you hoping to have?
  o Are you planning to serve food/beverages?

☐ Assemble your team.
  o Who is the main contact responsible for coordinating all venue logistics and approvals? This person will also be responsible for managing day-of event logistics.
  o Do you have at least two crowd monitors?
  o Do you have at least 4-6 people to wristband and assist with ID check/check-in?
  o Do you have post-event cleanup volunteers identified?

Step 2: Secure the Venue
☐ Submit your reservation request to the Scheduling Office to secure a date. The Scheduling Office will book your event and send you all required paperwork. Include in your schedule:
  o Facility set and ready by __________
  o Catering set and ready by __________
  o Arrival time ______________
  o Event Start time __________
  o Event End time ___________
  o DJ/ Band announces last song ________ (if applicable)
  o Cleanup completed by __________

☐ Have you turned in your $100.00 Refundable Deposit for the venue? Due five business days (one week) after your event is booked.
☐ Have you turned in your signed Event Status Report (contract) for the venue? Due five business days (one week) after your event is booked.
☐ All other paperwork will be listed on your contract and is due four weeks prior to your event.
☐ Final payment is due two weeks prior to your event.

Step 3: Logistics and Planning
☐ Create a Budget for your Event
  o Venue Staffing Costs:
  o Security Costs:
  o Catering Costs:
  o Entertainment Costs:
  o Technical Equipment Costs:
  o Decorations and Supplies:
  o Cleaning Costs:
Food and Beverage Arrangements
- Is your caterer approved by USC Purchasing or do they need to submit paperwork for approval (approval takes 2-4 weeks)?
- Have you walked the space with your caterer to determine load-in location, set up time, cleanup schedule?
- Have you arranged for parking for your caterer?

Book Talent
- A letter of agreement or contract with the DJ or band is suggested to be on file with the Scheduling Office at least three weeks prior to your event date.
- The contract or letter of agreement shall include the following: load-in location, required arrival time, date and start time and end time of dance, and a statement that DJ or band will not advertise the dance at non-University of Southern California events or through non-University of Southern California media.
- Have you arranged for parking for your talent?

Secure Necessary Technical Equipment
- What equipment does your talent require?
- What rental company will you be using to supply your equipment and are they an approved University vendor?
  - Consult the Student Organization Handbook for some vendor options/ideas.
- The Scheduling Office has an outdoor sound system and stage package that can be requested online at www.usc.edu/scheduling.

Vendor Arrangements
- Have you done a site walk with your vendors to determine placement of materials, load-in/out schedule, etc.?
- Are your vendors clear on campus vehicle restrictions, parking permit policies, and event restrictions?

Make a List of Supplies Needed. Examples include:
- Guest Lists
- Event Schedule
- Nametags
- Pens/Sharpies
- Wristbands
- Attendance Counters
- Camera

Step 4: Obtain Final Approvals and Complete Approval Signature Page
- DPS Security
  - Coordinates event security, talent security, patron ID check.
- Facilities Management Services
  - Coordinates final approval of custodial, electrical, and landscaping/irrigation event requests.
  - May also be used to coordinate event materials (tables, standards, trash cans, etc.).
- Filming Office
  - Coordinates approval of filming at your event, must pre-approve all camera placement.
  - Assists in coordination of media at events.
Fire and Life Safety
  o Coordinates LA City Permits and final diagram approvals.
Hospitality Services
  o Coordinates final approval of food and beverage vendors.
Campus Activities/Student Affairs
  o Must give final approval of all outdoor events.

Step 5: Event Publicity
 □ Review event publicity policy information in this handbook
 □ Create publicity to include
   o Fliers, posters, invitations, advertisements, social media, email lists, etc.
 □ Make sure all publicity materials include the following language:
   o The full name of the sponsoring organization
   o The time, date and place of the event
   o Any entrance fees or costs to participate
   o Entry guidelines in accordance with the level of outdoor event you are planning
     ▪ ID requirements
   o Event is not open to the general public
   o No alcohol or drugs permitted
   o No in-and-out privileges
 □ Submit all publicity materials to the Office of Campus Activities for approval
 □ Once approved, distribute accordingly

2 Weeks before the Event
 □ Confirm all logistics with the Scheduling Office, DPS, Fire Safety and FMS
 □ Create a final event agenda and send to the Scheduling Office

Day of Event
 □ Introduce yourself to the venue staff and be available to answer any questions during set up
 □ Make sure all staff and volunteers have an updated event schedule
 □ One hour before the event, complete a security walk with security and house staff and your event volunteers. Review ticketing and check in procedures with everyone.
 □ Have all guest lists/will call lists/nametags in alphabetical order

Post-Event Follow-Up
 □ Settle any outstanding bills
 □ Complete event survey or schedule follow-up meeting with the Scheduling Office
 □ Send thank you notes
 □ Complete and file all event documents, timeline, budget, correspondence and publicity to share with future event planners
Publicity

All advertising and communication plans/timelines must be submitted in advance to the approving departments. No advertising is permitted until all approvals, paperwork and final payments have been received.

All printed publicity such as flyers, posters and/or postcards must include the following entry guidelines in accordance with the level of outdoor event identified during the outdoor event-planning meeting. Social Media advertising must adhere to the same standards and be approved in advance by the Office of Campus Activities.

All posters need to be approved by the Office of Campus Activities before they go up around campus (including residence halls). Remember, if you haven’t registered your event with the office, your flyers will not be approved for posting.

The Office of Campus Activities stamps all posted materials as a certification that the sponsoring organization has met all the applicable conditions as outlines in the SCampus.

The following must be indicated on ALL materials to be posted:

1. The full name of the sponsoring organization
2. The time, date and place of the event
3. Any entrance fees or costs to participate
4. Entry guidelines

Entry Guidelines (included on publicity):
Level 1 (Open to University of Southern California student organization members only)
University of Southern California (‘organization name’) members with valid USC ID

Level 2 (Open to University of Southern California students only)
University of Southern California (or USC students) with valid USC ID

Level 3 (Open to University of Southern California students and guest(s))
University of Southern California (or USC students) with valid USC ID or college students with valid college photo ID and proof of 18 years or older

Level 4 (Open to University of Southern California students, guest(s), and other college students)
University of Southern California community (or USC students) with valid USC ID or college students with valid college photo ID and proof of 18 years or older

Level 5 (Open to University of Southern California Students, guest(s), other college students and community members)
University of Southern California community (or USC students) with valid USC ID or college students with valid college photo ID and proof of 18 years or older. Community members must have a valid photo ID and if under the age of 18, be accompanied by an adult.
Outdoor Meeting Checklist
The following items will be discussed during the Outdoor Event staff meeting typically scheduled one hour prior to the event start time. This checklist has been designed to ensure a pleasurable and safe dance for all those who participate.

Introductions
- Sponsoring Organization
- Student Event and Security Staff
- Student Organization Advisor
- Public Safety
- Production Manager

Work Assignments
- ID check at entry (DPS Security Staff or Sponsoring Organization for Level 1 events)
- Monitor crowd (SLI Staff, Public Safety and Sponsoring Organization)
- Monitoring fire exits (Public Safety)
- Wristband and collect admission fee (Sponsoring Organization)

Review Outdoor Event Entry Guidelines
- Determined by level of outdoor event, identified during outdoor event-planning meeting.

Capacity
- DPS to provide counters to track attendance
- Protocol when max attendance is reached
- Number expected, general questions about size of crowd

Ending the party
- Departure strategies—DJ announcement, sponsors roles, food and facility
- Outside venue

Post-Evaluation—see following page
Post-Outdoor Event Evaluation Form
This is a short post-event evaluation to follow up on this evening’s event. We hope that every aspect of your event went well. We encourage you to provide comments regarding your overall event planning experience as well as the quality of service provided for you and your guests.

Today’s Date: ___________ Estimated Attendance:_________
Actual Attendance:_________

Sponsoring Organization Comments
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Signature: ________________________________

Advisor’s Comments
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Signature: ________________________________

SLI Staff Comments
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Signature: ________________________________

Department of Public Safety Comments
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Signature: ________________________________

Production Manager Comments
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Signature: ________________________________
LARGE OUTDOOR EVENT APPROVAL FORM
Student Life and Involvement

Please fill out this form completely. Prior to filling out the form, please read through the outdoor event protocols and be prepared to answer basic questions about your event’s ticketing, advertising, entertainment and co-sponsorships. All requirements of the approving departments must be met prior to final event approval. Return the completed form (once all signatures have been obtained) to the Scheduling Office in TCC 330.

Client Information:

| Today’s Date: |  |
| Organization Name: |  |
| Contact Name: | Contact Cell Phone: |
| Contact Email: |  |

Event Information:

| Event Date: | Event Start and End Time: |
| Event Location(s): |  |
| Event Type: (Circle all that apply) | Fundraiser - Reception - Concert - Dinner - Cultural - Competition Other (please specify): |
| Detailed Event Description: (Attach additional pages as needed) |  |

REQUIRED OUTDOOR EVENT APPROVALS

*Signatures below indicate that the proposed outdoor event has been reviewed and is approved by you and that all outdoor event policies and requirements will be followed.

Primary Contact Signature:

_________________________________________________________
Date: _______________________

Staff/Faculty Advisor Signature:

_________________________________________________________
Date: _______________________

Director of Campus Activities Signature:

_________________________________________________________
Date: _______________________

Office of Fraternity & Sorority Leadership Signature (Greek only):

_________________________________________________________
Date: _______________________

REQUIRED OUTDOOR EVENT APPROVALS (continued)
*Signatures below indicate that the proposed outdoor event has been reviewed and is approved by you and that all outdoor event policies and requirements will be followed.

USC Department of Public Safety Signature:  
_____________________________________________________________  
Date: ______________________

Vice President of Student Affairs (or designee):  
_____________________________________________________________  
Date: ______________________