



APPENDIX V

Event Planning and Facility Reservation/Use

Scheduling.

Most reservation requests for the University Park Campus (UPC) are processed through Trojan Event Services, (213) 740-6728. Reservation request forms are available online at <https://trojanevents.usc.edu/>. For Health Sciences Campus (HSC) events, or if a UPC venue is not overseen by Trojan Event Services, please contact the school or building directly.

Scheduling reservations shall be made on a first-come, first-served basis according to organization type, and the university cannot and does not guarantee that facilities suitable for all group needs will be provided. Requests should be made early enough to allow adequate time for processing the request, planning the event, payment of fees and advertising. Trojan Event Services has the requested date deadlines on their website. No advertisement can take place before written confirmation is received. Submitting an application for a University Event Permit is not confirmation of event venue space.

No requests may be finalized or confirmed until arrangements have been made and approved by all USC departments having vested interest in the event, including but not limited to the Division of Student Affairs,



Appendix V: Event Planning and Facility Reservation/Use

USC Bookstores, USC Hospitality, USC Transportation, Facilities & Planning Management, Risk Management, Office of Youth Protection and Programming, the Department of Public Safety, and Fire Safety.

Trojan Event Services reserves the right to relocate any event for reasons including but not limited to states of emergency, official university functions, an event exceeding room capacity, and/or facility repair.

Individuals or groups are responsible for any damage they cause. Repair or replacement costs will be charged to the group reserving the facility at the time damage is incurred.

Event organizers are responsible for the enforcement of USC's [Smoke Free Policy](#) at all events hosted by or on USC owned and/or occupied spaces including buildings and outdoor venues.

Event organizers must provide a plan of action to address potential violations during their scheduled events. This may include, but is not limited to, hiring of Allied Universal Security (also referred to as AUS or Yellow Jackets) or volunteers and providing training on how to approach, inform, and educate potential violators of the policy. Individuals violating the policy who refuse to comply may require DPS intervention, may be asked to leave the event, and may face disciplinary action through the Office of Community Expectations (OCE).

Event organizers must make reasonable efforts to respond to reported or witnessed violations. Failure to act upon receiving a report or witnessing a violation may result in the inability to host future events.

Accessibility.

Events should be planned in a manner that ensures that the event is accessible to qualified individuals with disabilities. It is expected that any event publicity materials contain an accessibility statement. More information about planning accessible events can be found at <https://accessibility.usc.edu/accessibility-at-usc/event-accessibility/>.

Advertising, Promotion, and Literature Distribution.

All aspects of social events must be advertised in accordance with the [Advertising, Promotion/Publicity, and Literature Distribution policy](#).





Appendix V: Event Planning and Facility Reservation/Use

Alcohol.

Social events where alcohol is not provided by the host student organization are permitted Sunday through Thursday until midnight and Friday through Saturday until 2 a.m.

Amplified Sound.

Amplified sound is defined as any form of equipment (i.e., microphone, speakers, amplifiers, bullhorns, musical instruments) used to increase sound levels or any object that does not require equipment to project its sound. In some cases, large group singing is also considered amplified sound. Amplified sound cannot exceed 90 dBA, when measured 50 feet from the source.

To maintain the academic environment at the university, the use of amplified sound equipment in open areas must be approved by Trojan Event Services. Events involving high sound levels may not be scheduled during regular classroom instruction if the possibility of interference exists. Any RSO or university department may reserve one of the designated open spaces for sound amplification.

The use of outdoor areas for amplified events is limited by the nature of the given area and the probability of interference with official university functions.

In general, moderate amplification (not more than 90 decibels, “A” weighted, measured 45 feet from the front center of the stage) is allowed at Hahn Plaza (adjacent to Tommy Trojan) from noon to 1 p.m.

Monday – Friday. A sound check will be permitted from 11:50 a.m. to noon. All other requests for amplified sounds will be reviewed on a case-by-case basis by Trojan Event Services. All outdoor venues and events will be considered for approval by Trojan Event Services.

Security.

Fencing, staffing, identification checks, and the need for other security requirements will be determined by the Department of Public Safety and the University Events Committee, using considerations including but not limited to the history of the event, scale of the event, nature of the event, liability and risk, health considerations, construction, and sponsorship.





Appendix V: Event Planning and Facility Reservation/Use

Outdoor events and social dances must adhere to the guidelines detailed on the Outdoor Events and Social Dance Policy, available at the Trojan Event Services website.

Venue Reservation.

RSOs are offered priority use of all Student Affairs venues. However, other reservations that are made prior to student reservations will not be cancelled to accommodate these higher priority programs. RSOs may also request to use classroom space, but academic scheduling has priority in these venues. Anyone using USC venues must comply with university regulations regarding time, place and manner. Activities, programs, or events must not interfere with other university functions. If any unscheduled activity interferes with an official university function or any other scheduled activity, it may be

discontinued at the direction of the Division of Student Affairs.

Reservation request forms for Bovard Auditorium, Ronald Tutor Campus Center, outdoor venues, and advertising spaces are available online at <https://trojanevents.usc.edu>.

All reservation requests for table spaces must be made by submitting reservation request forms at least five weeks prior to the event. Event requests for Bovard Auditorium, Ronald Tutor Campus Center, and the outdoor parks and plazas must be submitted to Trojan Event Services no later than five weeks prior to the event. Telephone requests are not accepted. The venue requested becomes officially confirmed only when written approval is issued.

For complete policy details, please see <https://trojanevents.usc.edu>. An online schedule is also available at this site.

Misrepresentation (Fronting).

Individual students, RSOs and/or employees of the university may not reserve space for personal or commercial purposes. Additionally, student organizations may not act as agents for university departments, off-campus persons or organizations in order to receive student rates for the space.

Sponsoring student organizations that reserve space for the purpose of allowing off-campus vendors or organizations to advertise or sell items will be held responsible for misrepresenting themselves and their organizations.



Appendix V: Event Planning and Facility Reservation/Use

Venue Options.

The Division of Student Affairs operates the Ronald Tutor Campus Center, Bovard Auditorium, and all outdoor areas in the center of campus. These venues may be scheduled through Trojan Event Services at <https://trojanevents.usc.edu>.

- **Bovard Auditorium:** A multi-use lecture/performing arts venue that seats 1,230 people with stage dimensions of approximately 37 feet by 42 feet. Information about Bovard Auditorium can be found online at <https://trojanevents.usc.edu/bovard/>.
- **Outdoor Programming Venues:** Trojan Event Services provides outdoor programming areas for use by RSOs, campus departments and invited guests on a reservation basis. The programming areas include:
 - Trousdale Lawn of Alfred Hancock Foundation.
 - Alumni Park.
 - Argue Plaza.
 - Associates Park.
 - CAS Lawn at the Dr. Joseph Medicine Crow Center for International and Public Affairs.
 - E.F. Hutton Park.
 - Founders Park.
 - Crocker Plaza, Pardee Plaza, Queens Courtyard, Bogardus Courtyard.
 - Hahn Plaza/Tommy Trojan.
 - PED Steps/Meyer Plaza.
 - Sections of Trousdale Parkway and Childs Way adjacent to the above locations.
 - SOS Lawn.
 - McCarthy Quad and Fred Fagg Jr. Gardens (the barbeque grill area).
 - University Village Piazza - USC Village.
 - McClintock Lawn - USC Village.
 - Great Lawn - USC Village.
- **Ronald Tutor Campus Center:** A multi-use facility that features many reservable meeting and event spaces in addition to several non-reservable lounges and study spaces. For details on available





Appendix V: Event Planning and Facility Reservation/Use

venues and reservation policies, visit trojanevents.usc.edu.

Programming spaces include:

- *The Trojan Grand Ballroom.*
- *Tommy's Place (available for rentals on a case-by-case basis).*
- *The Rosen Family Screening Theater.*
- *The Forum.*
- *More than 15 other meeting rooms.*
- **Alternate Campus Venues** (not managed by Trojan Event Services):
 - *Archimedes Plaza/Engineering Quad [USC Viterbi School of Engineering, (213) 740-4530].*
 - *Annenberg G21 Auditorium [USC Annenberg School for Communication and Journalism, (213) 740-5297].*
 - *Breezeway and Bridge South Lawn [USC Marshall School of Business, (213) 740-6886].*
 - *Bing Theatre, (213) 740-1293.*
 - *Childs Way sidewalk in front of the Bookstore [Bookstore, (213) 740-BOOK].*
 - *Cromwell Field, Cromwell Track, Dedeaux Field, Fagg Park, Howard Jones Field, Intramural Field, Lyon Center, McAlister Athletic Field, P.E. gym and pool, and tennis courts [Recreational Sports Department, (213) 740-5127].*
 - *Lewis Hall [USC Price School of Public Policy, (213) 740-0397].*
 - *Libraries (<https://libraries.usc.edu/spaces-overview>).*
 - *Theatres (contact the appropriate theatre for scheduling procedures).*
 - *Classrooms may be reserved by contacting the USC Classroom Scheduling Office, at (213) 740-4612, or classroom.scheduling@usc.edu.*

Cancellation of Scheduled Events.

The University of Southern California reserves the right to cancel any scheduled event (in whole or in part) and/or suspend any future reservation(s) and/or scheduling privileges if fees are not paid by the required due date; if the group does not comply with USC policies and procedures; if the group fails to show within 15 minutes of the specified start time; if complaints are received for disturbing



Appendix V: Event Planning and Facility Reservation/Use

academic classes or other events; or, if USC officials cannot ensure the safety of students, faculty, staff and/or visitors.

Additionally:

- Groups reserving tables or display cases must cancel at least two working days prior to the meeting or event.
- Tabling is permitted for RSOs only and is allowed on Trousdale Parkway along the western edge of Alumni Park. Tables cannot be set up on the grassy median or Bovard (west) side of Trousdale. Tabling includes a table and two chairs only. No canopy or tent. No activations. Tabling is not allowed in the USC Village. If you are tabling in an unauthorized location, you will be asked to move immediately. Please reference the Trojan Event Services website at <https://trojanevents.usc.edu> for the complete tabling policy, permitted days and times, and maximum number of days allowed per week and month.
- Groups reserving Bovard Auditorium, Ronald Tutor Campus Center, or any outdoor parks or plazas must cancel by the cancellation date listed for each venue in the Trojan Event Services Terms and Conditions. Failure to cancel an event will result in a violation and may incur charges for set-up and/or staff. Charges may be applied for late cancellations.

- If any unscheduled activity interferes with an official university function or any other scheduled activity, it may be relocated or discontinued at the direction of the Division of Student Affairs.
- Groups reserving space are responsible for the behavior of its members and guests. Inappropriate or disrespectful behavior may result in the cancellation and/or suspension of future reservations.

Violations.

Non-compliance with any of Trojan Event Services guidelines will constitute a violation. Violations may result in a written warning, a fine determined by the nature of the violation, and/or a loss of all Trojan Event Services privileges.





Appendix V: Event Planning and Facility Reservation/Use

Filming

School of Cinematic Arts students wishing to film in any of the listed venues must submit the completed SCA location release form to Trojan Event Services at least 24 hours in advance of their film shoot. Please note that some locations/spaces are not managed by Trojan Event Services.

Students or recognized organizations wishing to film must obtain and complete a non-SCA film shoot form from Trojan Event Services at least 48 hours in advance of their film shoot. Student filmmakers may be subject to venue and/or staffing fees. Filming that requires staff must be submitted to Trojan Event Services at least four weeks in advance.

Commercial filming is booked through the USC Campus Filming Office at (213) 740-6951. Fees are determined by the Filming Office.

Social Events

When alcohol is present or amplified sound is used, a social event must be registered with Campus Activities. No social events may take place during university study days or final exams.

Social events where alcohol is served by the host student organization are only permitted Thursday until midnight and Friday and Saturday until 2 a.m.

Alcohol service must end by 1 a.m. on Friday and Saturday nights. Alcohol is not permitted at university dances sponsored by RSOs.

- Distribution of alcohol to persons under the age of 21 is prohibited.
- The student organization must limit each attendee to a two-drink maximum.
- Alcohol must not be the main “focus” of the event.
- When alcohol is served, it is required that sufficient quantities of nonalcoholic beverages and food must be available.
- The alcohol approval form must be completed by the host student organization and must be received by Trojan Event Services at least two weeks prior to the event, with designated approval signatures prior to the event. This form can be found on the [Trojan Event Services website](#).

All members of the USC community are expected to abide by all



Appendix V: Event Planning and Facility Reservation/Use

SOCIAL EVENTS (CONTINUED)

federal, state, and local laws, including those governing alcohol consumption and distribution. Under California law, it is illegal for anyone under the age of 21 to purchase alcohol or to possess alcohol in a public space. It is also illegal for anyone to furnish alcohol to an individual under the age of 21.

For approval and copies of the detailed protocol on serving alcohol on campus, call:

- Recognized Student Organizations contact: Campus Activities, Steven and Kathryn Sample Hall 410, (213) 740-5693.
- USC Hospitality, Bookstore 404, (213) 740-6285.

Camping

University grounds and facilities may not be used for the purposes of camping, which includes but is not limited to the use of tents or temporary, makeshift, or portable structures intended for living or sleeping.

On an exceptional basis, the Vice President for Student Affairs or appropriate designee may grant permission for USC students to erect tents with the following stipulations:

- Tents may only be erected for an approved number of days, normally three to five days when school is regularly in session.
- Tents must be broken down (disassembled) from 7 a.m. to 6 p.m.
- A maximum of three tents (designed for no more than two persons) may be erected on campus when an exception is granted.
- The presence of tents may not interfere with normal university operations and may not damage university property (e.g., stakes in the ground).

