

USC UNION
CENTRAL BUILDING
DEAN'S SUITE 204
P.O. DRAWER 729
UNION, SC 29379



Facilities Coordinator
(864) 424-8098
FAX (864) 424-8052
kmlawson@mailbox.sc.edu

FACILITY REQUEST

Today's
Date: _____ Requested By: _____
(Organization)

Contact Person: _____ Phone #: _____

Billing Address: _____

Facilities Requested: _____

Will you need dressing or green rooms? _____ # _____ (See next page for available facilities.)

A \$25 RESERVATION FEE IS REQUIRED AND NON-REFUNDABLE.

Date(s) Requested _____ Total Time Needed: _____
From To

Doors Open: _____ Event Start Time: _____ Event End Time: _____

Additional dates needed _____

Purpose: _____

Is this a private event or is the public invited to attend? _____

Expected No. of Participants: _____

Parking is allowed only on paved lots. Parking/driving on grass is prohibited.

*Liability Insurance Carrier (required) _____

***Policy must be on file in the Dean's Office 48 hours prior to the event, listing USC Union as an additional insured party effective the day of the event.**

Will food be served? _____ Will alcohol be served? _____ If yes, what type? _____

**Note: If you plan to serve alcohol at your event, we will need at least a two week notice.
Per USC policy, alcohol is not allowed at any student event.**

What procedure will be used to assure that only those of legal age will be served alcoholic beverages? _____

Name of Caterer/Bartender: _____ Phone _____

Caterer/bartender address _____

CATERER/RENTER IS RESPONSIBLE FOR CLEAN UP. See attached *Regulations for Use of Campus Facilities*.

Special set-up or equipment needed? Please indicate number of each.

Table(s) – rectangle 6' _____ rectangle 8' _____ round _____ (4 available. Only in Community Room)

Folding Chair(s) _____

Projector & Screen _____ (classrooms, auditorium, or Community Room only)

Sound System _____ Microphone(s) wired _____ wireless _____ Piano _____ Podium _____
3 available 1-2 available

Lighting System _____

***A tablecloth must be used on the conference table in the Main Building Lobby.**

NO CANDLES OR OPEN FLAMES ARE ALLOWED IN ANY FACILITY!!!

NO TAPE, PINS OR STICKY MATERIALS MAY BE PLACED ON DOORS, WALLS OR CEILINGS.

I have read and understand these regulations.

Signature of Renter

DATE

=====

APPROVED BY: _____ DATE: _____

REGULATIONS FOR USE OF UNIVERSITY FACILITIES

1. Submit facility request to the Dean's Office at least five working days before the event is to take place. Please notify us 24 hours in advance of a cancellation. No shows will still be charged.
2. The auditorium sound and lighting systems are excellent but complicated. Therefore, only a qualified person may set up and use them. A trained Audio/Visual Technician must be provided by the renter **OR** USC Union may be able to provide a qualified person.
3. USC Union does not provide food service. Consequently, **FOOD, REFRESHMENTS, AND CLEAN-UP** are the responsibility of the renter. If an area is not left in good order, the deposit will be forfeited. There are minimal kitchen facilities on campus. Therefore, food service plans should be coordinated with the Dean's Office. Special arrangements MUST be made for food service. **FOOD OR REFRESHMENTS WILL NOT BE ALLOWED IN THE AUDITORIUM.**
4. Use of alcohol, tobacco, or drugs, or evidence of any, is not permitted in any of the university buildings without prior authorization.
5. **FEES** University budget constraints dictate that we charge fees for the use of our facilities. University groups will be exempt. Fees are to be paid to the Business Office before use of the requested facility. Rental fees will be charged as follows:

| <u>FACILITY</u> | <u>CAPACITY</u> | <u>NON-PROFIT**</u> | <u>FOR PROFIT*</u> | <u>DEPOSIT</u> |
|---------------------------|-------------------|---------------------|--------------------|----------------|
| Auditorium *** | 268 | \$200 | 500 | \$200 |
| Classroom | 30-40 | 75 | 200 | 25 |
| Conference Room | 12 | 35 | 100 | 25 |
| Community Room | 30-40 | 75 | 200 | 100 |
| Truluck Activities Center | Varies with event | 350 | 700 | 250 |
| Main Bldg. Lobby | Varies with event | 100 | 200 | 100 |

OTHER FEES

* If the facility is to be used in fund raising or for a profit making venture, then additional fees may apply.

** Deposits must be paid at least 24 hours prior to the event. The deposit may be returned to the renter once the USC Union maintenance staff has checked the facility for cleanliness and damage. The \$25 reservation fee is **nonrefundable**.

*** 268 seating capacity, 286 maximum capacity - **NO EXCEPTIONS.**

It is University policy that a Security or Maintenance staff member must be on duty during all events.

This does not require the staff to load and unload equipment or material.

Event Space Acknowledgment Guidelines

These guidelines are to be followed whenever USC Union serves as the venue for an event hosted by a partner organization. The University is pleased to provide meeting and event space for community partners whenever possible, but the use of those facilities requires a significant contribution on the part of USC Union. The following guidelines help our partners to appropriately reflect the University's involvement in their event.

Pre-event Publicity

Please be sure to refer to the campus properly as USC Union or USC Union, Laurens Center. Sponsors should check with the Facilities Coordinator in the Dean's Office at kmlawson@mailbox.sc.edu for the appropriate building names and street addresses, as necessary.

Whenever possible, particularly in press releases, PSAs, the sponsoring organization should note that USC Union is a proud host of the event. Any website references to the event and campus location, particularly if a USC Union logo is used, should provide a direct, clickable link to the campus web site, found at <http://uscunion.sc.edu>.

Any event posters should include an **official** USC Union logo at the bottom.

Logo Use

If sponsor logos are used for pre-event publicity or event day materials, an appropriate, **official** USC Union logo must be used. Contact the Facilities Coordinator at kmlawson@mailbox.sc.us.

Logos should be legible and clearly reproduced, in assize large enough to be read at the intended distance. For example, logos on posters would be larger than those on programs. Logos can be used in either color or black and white, as best fits the publicity design.

Event Materials

While an informal, verbal recognition of USC Union as host at an event is welcome, wherever possible, it is requested that our partners acknowledge the campus in written event materials, such as the program as well. Written acknowledgment should be within two font sizes of that used for the remainder of the layout. The placement of the USC Union logo in a visible location on the event program is encouraged. A copy of the program should be provided to the Dean's Office at USC Union.

Notification of Guidelines

By signing below, I am certifying that I have been notified by USC Union of these acknowledgment guidelines and will ensure they are followed during use of campus facilities by me or the organization which I represent.

Name

Organization

Signature

Date