

# Reserved Activity Request Form

A *Reserved Activity* is any use of indoor or outdoor space for a designated purpose, including events. The time necessary for review will depend on the activity (size, past experiences, foreseeable disruption, etc.).

**If further information is requested and not provided at least 5 business days prior to your activity, your request will be denied.**

**PLEASE REVIEW THE [EVENT SAFETY MANUAL](#)**

Today's Date \_\_\_\_\_

Activity Name \_\_\_\_\_

Sponsor Name and Department/Organization \_\_\_\_\_

Phone/Cell \_\_\_\_\_ USF Email \_\_\_\_\_

1<sup>st</sup> Contact person (that will be present at activity) \_\_\_\_\_

Phone/Cell \_\_\_\_\_ USF Email \_\_\_\_\_

2<sup>nd</sup> Contact person (that will be present at activity) \_\_\_\_\_

Phone/Cell \_\_\_\_\_ USF Email \_\_\_\_\_

## Activity/Event Location and Details:

Activity Description (*describe all activities - attach additional pages as necessary*)

Activity Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_ (*Include setup and breakdown*)

Will there be guest speakers, entertainers, government officials, etc.? ☐ Yes\* ☐ No

**\*IF YES, ATTACH PROFILE(S), INCLUDING BIOGRAPHY AND PREVIOUS APPEARANCES.**

Requested Location \_\_\_\_\_

Is this activity outdoors? ☐ Yes\* ☐ No

**\*IF YES, YOU MUST INCLUDE AN INCLEMENT WEATHER LOCATION AND SEVERE WEATHER CONTINGENCY PLAN**

Inclement Weather Location \_\_\_\_\_

Please attach Severe Weather Contingency Plan (*Template can be found at [www.usf.edu/em/planning](http://www.usf.edu/em/planning)*)

Will the activity include Static Displays? ([Tent](#), equipment, vehicles, etc.) ☐ Yes ☐ No

Is the activity open to the public? ☐ Yes ☐ No

Is the activity advertised to the public? ☐ Yes ☐ No

Estimated Total Attendance \_\_\_\_\_ # Students \_\_\_\_\_ # Faculty/Staff \_\_\_\_\_ # Non-USF \_\_\_\_\_ Age Range \_\_\_\_\_

Parking Needs? ☐ Yes\* ☐ No **\*IF YES, YOU MUST VISIT [WWW.USF.EDU/EVENTPARKING](http://WWW.USF.EDU/EVENTPARKING) FOR ACCOMMODATIONS.**

Admission Charge \_\_\_\_\_ Merchandise Sold \_\_\_\_\_

Describe any advertising\* (posters, radio, TV, web, etc.) \_\_\_\_\_

**\*ACTIVITIES MAY NOT BE ADVERTISED PRIOR TO ACTIVITY APPROVAL.**

## FOOD:

Will food be served? ☐ Yes ☐ No

Will an approved commercial food service vendor or USF approved caterer be used? ☐ Yes\* ☐ No

Will alcohol be served? ☐ Yes ☐ No

Food Vendor \_\_\_\_\_

**\*IF YES, YOU MUST INCLUDE NAME OF THE FOOD VENDOR. FORM WILL BE RETURNED IF NOT IDENTIFIED.**

If an approved commercial food service vendor or USF-approved caterer **is not** being used, all food must be prepackaged, and anyone handling the food must complete the following training: [Florida Food Handler Safety Certification](#).

University entities serving food items will need to show proof that **two people** from the sponsoring group have obtained ServSafe Food certification and **must be present at the event**.

**Activities not utilizing USF Dining Services or a commercial food vendor and serving food to general public attendees are required to notify Environmental Health & Safety at least one week in advance using the [Temporary Food Service Activity Notification Form](#)**

## Medical/Police/Security:

Will Police be requested?\* ☐ Yes ☐ No

Will security be requested?\* ☐ Yes ☐ No

Will EMT (medical) be requested?\* ☐ Yes ☐ No

\*USF reserves the right to require security and/or EMT services in order for the activity to be approved.

## Equipment and Items Needs:

A/V equipment or amplified sound? ☐ Yes ☐ No

\*If yes, please describe \_\_\_\_\_

Will you need tables, chairs, garbage cans, etc? ☐ Yes\* ☐ No

**\*IF YES, YOU MUST CONTACT SUPPLY CHAIN MANAGEMENT VIA E-MAIL AT [SCM-EVENTS@USF.EDU](mailto:SCM-EVENTS@USF.EDU).**

**In the event of damages or other costs directly related to the execution of this activity (i.e., clean up, etc.), the Activity Sponsor agrees to be responsible for any charges; otherwise, a security deposit, as specified by Facilities Management, will be required.**

## INSURANCE REQUIREMENTS

Non-university groups are required to provide proof of event liability insurance by supplying a current Certificate of Liability Insurance in the amount of \$1 million per occurrence/ \$2 million general aggregate, naming USF, USF Board of Trustees as additional insureds for the period of time the event is being held on campus or if no coverage exists any organization using campus space will purchase a Tenants' and Users' Liability Insurance policy (TULIP). The TULIP policy protects both the renter and the institution against claims by third parties who may be injured or experience damage to property as a result of participating in an event. The application will be completed by the requesting entity approximately two weeks prior to the event.

**If providing own coverage, the policy must meet the following requirements at minimum:**

General Liability for appropriate risk areas (i.e. bodily injury, property damage, automobile, worker's comp, etc.) per occurrence limits \$1,000,000 and \$2,000,000 general aggregate naming USF, USF Board of Trustees and the State of Florida as additional insureds for the period of time the event is being held on campus. Additional coverages might be requested depending on the type and scale of event.

***The policy must name as additional insureds:***

The University of South Florida Board of Trustees  
4202 E. Fowler Ave., CGS 301  
Tampa, FL 33620

**ADA COMPLIANCE**

***Per USF Policy 0-108, sponsors of programs and activities must advise potential attendees who may require reasonable accommodation(s) to participate, that such accommodation(s) must be requested of the program sponsor at least five (5) business days prior to the activity. The sponsor is responsible for providing and funding reasonable accommodations and may need to coordinate with the Building Supervisor to determine what accommodations are available. For ADA accommodation requests, please use this form and submit to: [eo-adacompliance@usf.edu](mailto:eo-adacompliance@usf.edu)***

ADA Public Accommodation Request Form: <https://cloud.usf.edu/human-resources/resources/showfile/2/227>

Sponsor	Day of Activity Contact
Print Name _____	Print Name _____
Date _____	Date _____
Signature _____	Signature _____
Position/Title _____	Phone/Cell _____

**Email completed form to:**  
USF Event Strategy and Policy  
Email: [usfam@usf.edu](mailto:usfam@usf.edu)  
USF Facilities Management - OPM 100  
Phone: (813) 974-0332  
Alt. Phone: (813) 974-2845

## Reserved Activity Request Form- Questions, Answers and Action to Host a Successful Activity

The University of South Florida has established a process for requesting the use of university space when hosting an activity on campus. The process involves Facilities Management and multiple campus stakeholders to review and provide feedback to support a safe and successful activity.

PREPARING FOR AN ACTIVITY		
QUESTION	ANSWER	ACTION
How do I host an activity on campus?	Review the <a href="#">Activity Safety Manual</a> . Complete & submit the Activity Request Form for review.	Visit the Facilities Management Service Center web page to access the Activity Request Form: <a href="https://www.usf.edu/administrative-services/facilities/requests/activity-request.aspx">https://www.usf.edu/administrative-services/facilities/requests/activity-request.aspx</a>
What is considered an Activity?	A scheduled activity open for the public to attend or participate including but not limited to exhibitions, expositions, fairs, festivals, entertainment, cause-related, fundraising and/or leisure activity.	Please contact the Facilities Management Service Center with any questions you have regarding your activity: Email: <a href="mailto:usfam@usf.edu">usfam@usf.edu</a> Call: 813-974-0332
When do I submit my activity request?	The completed Activity Request Form must be submitted 30 days prior to the day of the activity.	Email completed Activity Request Form to: <a href="mailto:usfam@usf.edu">usfam@usf.edu</a>
What type of activity can be hosted on campus?	Conference, Departmental, Expo, Seminar or Social Activities.	Complete Activity Request Form.
Do I need to be affiliated with USF to host an activity?	No, although a USF sponsor will be required. Only USF Faculty, Staff, Student, Registered USF Student Organization can sponsor an activity.	The USF sponsor should be included in submitting the request. Please ensure the sponsor's information is provided.
What should I do about parking?	Parking permits are required to park on campus 24 hours a day, 7 days a week. Please coordinate with Parking and Transportation Services to ensure that guests and visitors have a positive parking experience when they visit campus.	Please visit the Parking and Transportation Services website: <a href="https://www.usf.edu/administrative-services/parking/permits/activity-parking.aspx">https://www.usf.edu/administrative-services/parking/permits/activity-parking.aspx</a>
Questions	Contact the Facilities Management Service Center.	Email: <a href="mailto:usfam@usf.edu">usfam@usf.edu</a> Call: 813-974-0332
REVIEW FOR SAFETY CONCERNS		
QUESTION	ANSWER	ACTION
Will I need insurance for the activity?	Some activities require insurance and <b>may take up to 30 days</b> to acquire. Environmental Health & Safety will contact you if insurance is required for the activity. If you are a registered student organization, serving food, or performing any physical activity at your activity, please anticipate needing insurance.	For questions please contact: Cody Liniger Email: <a href="mailto:codylinigr@usf.edu">codylinigr@usf.edu</a> Call: 813-974-5720
Will I need security for the Activity?	Some activities require University Police and/or contracted security services.	University Police will contact you if security is required for the activity.
Will I need Emergency Medical Technicians (EMT) for the activity?	Some activities require EMT services.	University Police will contact you if EMT services are required for the activity.
AFTER THE ACTIVITY REQUEST IS APPROVED		
QUESTION	ANSWER	ACTION
Does USF provide tables, chairs, and/or trashcans? Can I get a cost estimate before the activity?	Supply Chain Management (SCM) can provide the items at a cost. Please contact SCM if you have questions or are requesting an estimate for tables, chairs, and/or trashcans.	For an estimate please contact SCM. Email: <a href="mailto:scm-events@usf.edu">scm-events@usf.edu</a>  Please submit a Work Authorization Rental & Labor Services Request Form at least one week prior to the activity. The form can be found on the Facilities Management Service Center website: <a href="https://www.usf.edu/administrative-services/service-center/event-request.aspx">https://www.usf.edu/administrative-services/service-center/event-request.aspx</a>
Does USF provide clean-up after the activity?	The group sponsoring the activity is responsible for ensuring that the space is returned to the same condition it was before the activity. The area must be left clean and litter-free. All trash must be taken to the nearest dumpster. If the area is not satisfactory, you may incur a cleanup fee.	If cleanup is needed, FM will contact you. Departments will be expected to pay with a payment must submit a Work Request & Authorization Form. <a href="https://www.usf.edu/administrative-services/service-center/index.aspx">https://www.usf.edu/administrative-services/service-center/index.aspx</a>

## Other Helpful USF Points of Contact

### Advertising:

- To advertise in buildings, you will need to contact the Building Supervisors. A list of Building Supervisors can be found on the [USF Facilities Management Contact Us](#) webpage.
- To find out about advertising in Residential Housing, for Greek Villages, Holly Drive Apartments and Maple Suites, please contact Mark Hauser ([mahauser@usf.edu](mailto:mahauser@usf.edu)) or Manuel Lopez ([mlopez@usf.edu](mailto:mlopez@usf.edu)).
- To find out about advertising in The Village, please contact Willie Garcia ([garicaw4@usf.edu](mailto:garicaw4@usf.edu))
- To advertise in the Marshall Student Center and other digital platforms, please visit the MSC website ([www.usf.edu/msc](http://www.usf.edu/msc)) and select the [Plan & Market Events](#) tab.

### Requested Paying Services:

- Parking – Parking permits are required to park on campus 24 hours a day, 7 days a week. Please coordinate with Parking and Transportation Services to ensure that guests and visitors have a positive parking experience when they visit campus. You can find out more by visiting their website. (<https://www.usf.edu/administrative-services/parking/permits/activity-parking.aspx>)
- Custodial Services – Olga Slavick, Facilities Management Building Services (813-974-4233 [olgas@usf.edu](mailto:olgas@usf.edu)) will work with you to ensure you have adequate custodial support for indoor activities. She will advise if you need to submit a paying work order. If you are not contracting custodial support, it is the responsibility of the group sponsoring the activity to ensure the space is returned to the same condition it was before the activity. The area must be left clean and litter-free. All trash must be taken to the nearest dumpster. If the area is left unsatisfactory, you may incur a cleanup fee by Facilities Management Campus Services.
- Tables, Chairs, Trashcans—Supply Chain Management [scm-events@usf.edu](mailto:scm-events@usf.edu) can help you rent tables, chairs, and trashcans for the activity. Please email [scm-events@usf.edu](mailto:scm-events@usf.edu) for a quote.
- Ryan Bradford, Tampa Fire ([Ryan.Bradford@tampagov.net](mailto:Ryan.Bradford@tampagov.net) 813-274-7550) is the contact we have for EMT.

### Other Support:

- Service Center (813-974-2845). The telephone is answered 24/7. Call the Service Center with any issues between 8:00 am – 5:00 pm (Monday – Friday). After hours and weekends, please call the Service Center at 813-974-2845 and they will contact the FM on-call duty officer.
- Modifying University Space – Please submit a [Space Impact Request](#) for port-a-lets/hand wash stations. Please include a map identifying the locations of where you want the port-a-lets to be placed.