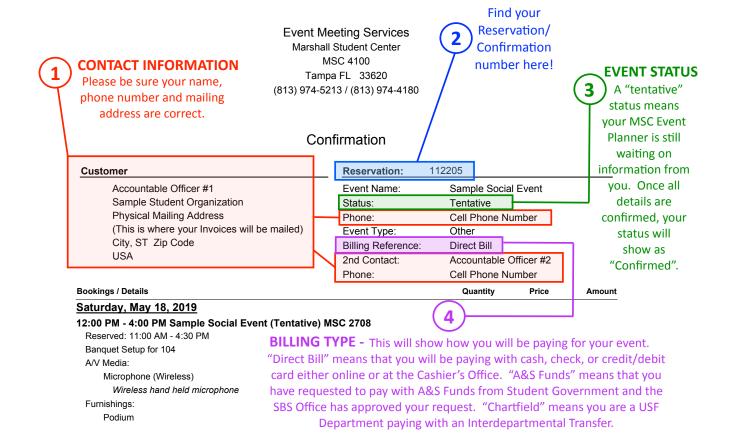
How to Read Your MSC Reservation Confirmation

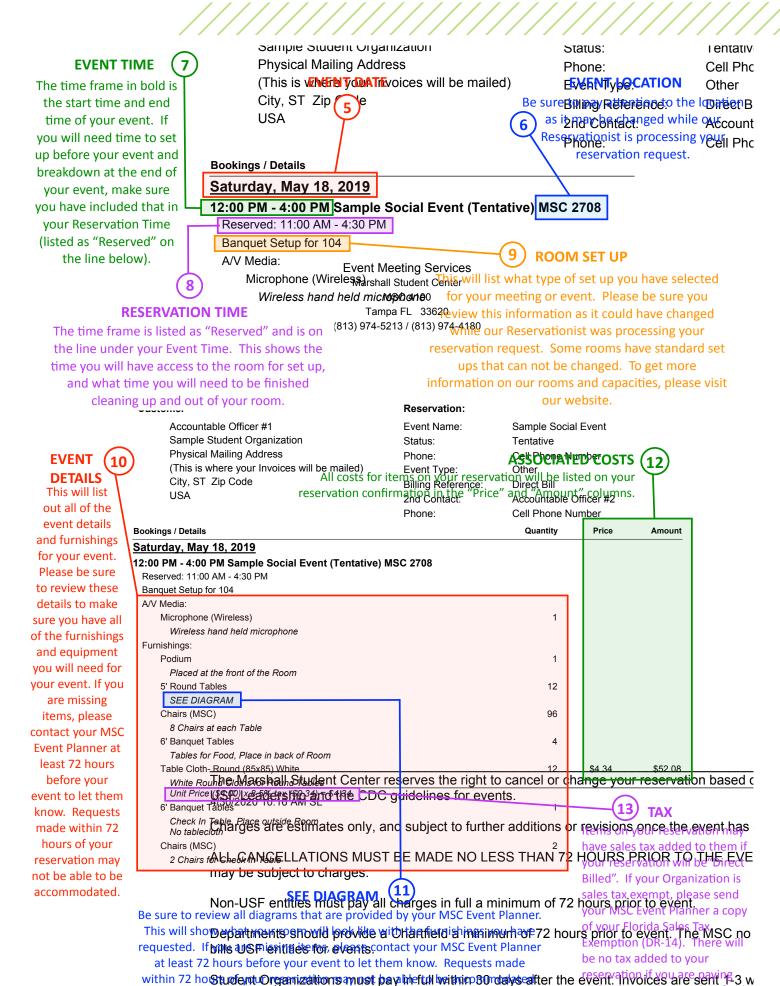
Each time you make a reservation at the MSC, you will receive an emailed reservation confirmation. There are many important details listed on the confirmation, such as the event date, your event location, the time you have reserved the location, your contact information, and any charges associated with your reservation. Because some items may be changed while your reservation request is being processed, it is crucial that you review and confirm that these details are correct. If you have any questions about your confirmation or would like to make any changes to your confirmation, please contact your MSC Event Planner.

Below, we will show you where each of these important details are located on the Confirmation sheet.

- 1. Your Contact Information
- 2. Reservation/Confirmation Number
- 3. Reservation Status
- 4. Billing Information
- 5. Event Date
- 6. Event Location
- 7. Event Time
- 8. Reservation Time

- 9. Event Set Up
- 10. Event Details
- 11. Diagram Details
- 12. Associated Costs
- 13. Tax
- 14. Reservation Notes
- 15. Total Charges
- 16. MSC Reservation Guidelines





The Marshall Student Continues and Student Business days before the day of the event. The Marshall Student Business days before the day of the event. The Marshall Student Business days before the day of the event. The Marshall Student Business days before the day of the event. The marshall Student Business days before the day of the event. The marshall Student Business Services in Marshall Student Business Se



RESERVATION NOTES

This section will show notes from your MSC Event Planner, including details from your Event Review. This could include reminders about items they need from you (Food Release Form, Day of Show, etc.) or items that were discussed during your meeting.

Chairs (MSC)

2 Chairs for Check In Table

2

Notes:

Completed Food Release Form due no later than 3 days before Event. Client to provide their own laptop and clicker for presentation. Client to provide their own tablecloths for food tables. No glitter or confetti. All balloons must be weighted.

> Subtotal \$52.08 \$52.08 **Grand Total**

TOTAL CHARGES

The Marshall Student Center reserves the right to cancel or change your reservation based on the decisions made by USF Leadership and the CDC guidelines for events. your event. This will be fin and of 2

Charges are estimates only, and subject to further additions or revisions once the event as count for any additional items or services that

ALL CANCELLATIONS MUST BE MADE NO LESS THAN 72 HOURS PRIOR TO THE EVENTed ate cancellations may be subject to charges.

Non-USF entities must pay all charges in full a minimum of 72 hours prior to event.

Departments should provide a Chartfield a minimum of 72 hours prior to event. The MSC no longer invoices or direct bills USF entities fore-wearts Student Center reserves the right to cancel or change your reservation based on the decisions made by USF Leadership and the CDC guidelines for events.

Student Organ zations must pay in full, within 30 days after the event invoices are sent 1-3 weeks after the event. If you plan to use A&B Funds to pay for this reservation you must submit a request to Student Business Services at sg-rmdpurchase@usfcedicFleAessythMH3EAF WOPEushtess መଧ୍ୟ BetisterBeury Of The Event. The 1918 ወሚጠጠ t make this request on your benaif: For the angermation, please contact Student Business Services in MSC4300, at 813-974-7100, or sg-rmdorghelp@usfisdehtities must pay all charges in full a minimum of 72 hours prior to event.

Non-USF entities And Sales in the MSC the land and provide a chartfield a minimum of 7 hortrarion sales tax unless the land provide proof of Florida Sales Tax Exemption (DR-14). Student Organizations are also tax exempt if the event is paid using A&S funding through Student Business Services and Business Services at one organizations out of the plan to use ASS Funds to pay for this reservation you must submit a request to Student Business Services at out of morphism to use ASS Funds to pay for this reservation you must submit a request to Student Business Services at so-indepticities out of the event. The MSC cannot make this request on your behalf. For more information, please contact Student Business Services in MSC4300, at 813-974-7100,

or sg-rmdorghelp@usf.edu.

Non-USF entities AND Student Organizations are subject to Florida sales tax unless they provide proof of Florida Sales Tax Exemption (DR-14). Student Organizations are also tax exempt if the event is paid using A&S funding through Student Business Services. A&S funding ONLY exempts tax on charges that are directly paid for by USF, not for organizations' out-of-pocket expenses.



MSC RESERVATION GUIDELINES

Please read the MSC Reservation Guidelines listed at the bottom of your reservation. This includes information on cancellations, payment information, A&S funding requests, and tax. If you have any questions about this information, please contact your MSC Event Planner.



