

Marshall Student Center Event & Meeting Services Policies and Guidelines

+ Defining Terms

o Description of Event and Meeting Services

Event and Meeting Services is located in the Administrative Office of the Marshall Student Center (MSC) on the fourth floor in the MSC 4100 suite, and is responsible for the coordination of activities and events in the MSC. The services offered by the office include, but are not limited to, venue reservation, event review, coordinating sound and light personnel and equipment, furnishing and arrangement of room setups and coordinating event staff, security, and University Police where indicated. The Event and Meeting Services office is open from 8AM to 5PM Monday through Friday, and is closed on University holidays.

The reservation and use of University property is a privilege, not a right. The MSC Administrative Staff reserves the right to reassign, deny or cancel reservation requests.

The Marshall Student Center spaces are available to Registered Student Organizations, University Departments, University Sponsored Organizations, and Non-University Organizations.

o Student Organization Events

The Student Organization must be officially registered with the Center for Leadership and Civic Engagement (CLCE). Student Organizations are expected to follow all guidelines in the Student Organization Handbook provided by CLCE. Student Groups not registered with the CLCE will be considered a non-University entity.

Student Organization events are defined as an event planned by the organization for their organization or the USF Community. The Student Organization is the responsible party and takes responsibility for all event charges and event planning decisions. They are also responsible and liable for those attending their events; this includes community members and minors.

Student Organizations are expected to follow the Student Code of Conduct while hosting and attending events at the MSC. The Student Code of Conduct can be found through the Dean of Students Office website. Failure to follow conduct policies may result in additional fees, cancellations of events, and/or suspension of reservations.

o University Department Events

The department must be recognized by the university, including any recognized departmental programs or committees. University Department events are defined as an event planned by the department for USF Students, Staff, and/or Faculty. The University Department is the responsible party for all event charges and events. They are also responsible and liable for those attending their events; this includes community members and minors.

o Non-University Organizations

All groups or individuals not covered under the above categories may reserve spaces through Conferencing and Special Events at <http://www.usf.edu/student-affairs/conferences-special-events/>.

o University Sponsored Events

A University Sponsored Event is defined as a University Department or Student Organization is planning an event with a non-USF entity for the USF Community. The Non-USF entity is a partner, but not the responsible party for any charges or event planning decisions. The sponsoring department or organization is the responsible party for any charges and event planning decisions. *Please note that the sponsoring department must pay through a Chartfield.

A University Sponsored event is handled on a case-by-case basis, at the discretion of Event and Meeting Services. Organizations interested in hosting a University Sponsored event should contact their Event Planner for more details.

+ Reservation Procedures and Web Reservation System

The event space inside and surrounding the MSC is available for use by student groups and departments, and may be booked through the Online Reservation System- Virtual EMS – or through the EMS Office. Other campus locations may be available and require reservations and coordination through those specific locations. The EMS Office only handles the Marshall Student Center event and conference spaces and certain outdoor spaces around the building.

All Student Organization Reservations must be made through our Online Reservation System – [Virtual EMS](#) . To use the online system, have a Web User ID. To request a Web User ID for a Student Organization, you must be an approved MSC Accountable Officer. USF Departments requesting Web User IDs do not need to complete the MSC Accountable Officer Form. For information on MSC Accountable Officers and Web User IDs, please click [here](#) . To learn how to make a reservation using the online reservation system, please click [here](#) .

The Marshall Student Center begins accepting event requests for each subsequent semester on the following dates:

	<i>Student Organizations:</i>	<i>University Departments:</i>
<i>Fall Semester</i>	June 1 st	June 15 th
<i>Spring Semester</i>	October 1 st	October 15 th
<i>Summer Semester</i>	March 1 st	March 15 th

Exceptions to these dates are to be approved by the Associate Director. The MSC is subject to the University holiday schedule, and as such events will not be scheduled on days the University is closed.

All reservation requests are processed in the order that they are submitted.

+ Reservation Guidelines

The Marshall Student Center requires that reservations be requested and planned a certain amount of time in advance, depending on the nature and complexity of the event. This gives us time to prepare for each event and to schedule staff. Requests that are made after the deadline indicated in the reservation timeline must be approved by the Associate Director. If an exception is granted, special services (including but not limited to custom set-up, AV equipment, and staff) may not be available. The MSC does not accommodate same-day requests.

Meetings vs Socials

All events that take place in the MSC are categorized in one of two ways – a meeting or a social. Please see the guidelines below for each category. Student Organizations have restrictions on the number of events that can be reserved after 5:00pm. Student Organizations are able to reserve 1 meeting after 5:00pm per 7 days. Student Organizations are able to reserve 1 social event after 5:00pm per 14 days. These limits do not apply to USF Departments.

Meeting Reservation Guidelines:

Meetings that take place after 5:00pm are limited to 1 hour and 45 minutes and must use the standard stock set up of the room. Meetings must be booked at least 10 days before the meeting date. Meetings booked after 5:00pm, must be booked in an available timeblock or they will be cancelled or moved. To see the available time blocks and standard room set ups, click [here](#) .

Social Event Reservation Guidelines:

“Social” events can be longer than 1 hour and 45 minutes and can have custom set ups. “Social” events can only be booked in certain rooms – 2708, 2709, 3707, Ballroom, Oval Theater or outdoor space. Social events also require an Event Review (meeting with your MSC Event Planner). Social Events must be reserved at least 3 weeks before the event date.

Reserved facilities are available for the confirmed reservation time. Clients must request any needed setup or clean up time as part of their reservation. A request from a client to enter a facility before the beginning of the reservation time or remain in the facility after the reservation time must be approved by MSC Administration. Changes may incur additional charges.

Co-Sponsoring and Fronting:

EMS recognizes that events are sometimes co-sponsored by multiple organizations and entities; however, Student Organizations and University Departments shall not use their privileges to access MSC spaces and services inappropriately to “front” for another University Department or Student Organization, non-university group, and/or commercial vendor in order to avoid or reduce expenses and/or provide access to campus.

Groups are not to reserve space for events which they are not directly involved in and/or present at. All instances of “fronting” for another University Department or Student Organization, non-university group, and/or commercial vendor will result in an adjustment of all related fees to the non-university rate and may result in the loss of reservation privileges.

+ **Ballroom and Oval Theater Reservations**

The Ballroom (MSC 2100) and Oval Theater (MSC 2500) are available to each student group once per semester, subject to availability. The MSC considers summer semesters A, B, and C to be one continuous semester for booking purposes. These limits do not apply to USF Departments. Reserving the Ballroom or Oval Theater counts as a “Social” for Student Organizations.

MSC Sound and Light Technicians are required in the Ballroom and Oval Theater. Event Staff are required during all Oval Theater events and may be required in the Ballroom, subject to the Event Planner’s discretion. Staffing for these locations is an additional cost. These requirements apply to all clients.

+ **Outdoor Spaces Reservations**

Reservations may be made for outdoor spaces adjunct to the MSC. Available spaces for event include the MSC Amphitheater, MSC Plaza, MLK Stage Fountain, and Crescent Hill Patio. Available spaces for tabling include North and East Entrances and the Bulls Patio. MSC managed spaces do not allow tabling without a reservation. All tables must be provided by the MSC. All tabling reservations must be made at least 10 days in advance. Same day requests will not be approved. Please see the map of MSC Outdoor Locations [here](#) . Vehicles are not permitted on grassy areas or sidewalks. Other Outdoor spaces on Campus must be reserved through Facilities Management. You can find details for their process [here](#) .

Sound and Light Equipment for Outdoor Events:

The MSC outdoor locations do not have built in sound systems. If you require sound and light equipment you will need to meet and discuss this with your Event Planner 2-3 weeks prior to your event. Please note equipment will require a Sound Technician to be present. The hours and number of Sound Technicians vary based on your event times and equipment needs. Some equipment may incur additional charges.

Rain Sites:

The MSC does not allow rain sites to be reserved more than 20 days prior to your event. Please note the Amphitheater only has cover for sun, not rain. Groups may request the use of the SVC Breezeway as a rain site by submitting an Event Request Form through [Facilities Management](#) Please note Facilities requires these requests to be submitted at least 30 days to the event, so this should be submitted prior to meeting with your Event Planner. The MSC is not able to reserve this space or approve the use of this space. The MSC is not responsible for booking Facilities Management spaces for rain sites.

Please review the MSC Rain Site Procedures [here](#) .

+ Atrium Reservations

Space in the MSC Atrium area is not available for programming. Kiosks for tabling in the MSC Atrium are available to registered Student Organizations and University Departments. Atrium tabling is not available to non-University organizations. Atrium tabling includes the East Entrance Showcase Table, the Mobile Placement Showcase Table, the North Entrance Showcase Table. Please note that we do not offer tabling at or outside the South Entrance doors.

All tabling reservations must be made at least 10 days in advance. Same day requests will not be approved. Prospective users of the tabling space forfeit their space if not in use within one hour of the starting time on the confirmed reservation. Repeated failures to cancel a tabling reservation seventy-two (72) hours prior to contracted time may result in loss of privilege.

The rules and requirements to table in the MSC Atrium are available in the [MSC Atrium Tabling Document](#) . Failure to comply with tabling policies and/or the reasonable requests of MSC Administration may result in cancellation of the current and/or future tabling reservations.

+ Bull Market and Bookstore Corral Reservations

Reservations for Bull Market and the Bookstore Corral Area must be made through the Bull Market Team. For more information on reservations and pricing, please visit the [Bull Market Webpage](#) .

+ Cancellations

Cancellations will be accepted by EMS up to three (3) business days prior to the event. Cancellations must be submitted in writing to your Event Planner. Clients that do not cancel prior three (3) business days may be charged for rental space and support services. Clients that fail to cancel more than two times will be charged setup and AV labor costs for subsequent offenses. Continued offenses will result in loss of reservation privileges for the semester.

For weather concerns, please see the Outdoor Space Reservation Section. Cancellations due to emergency MSC closure including hurricanes, power outages, water outages, etc., will be rescheduled based on the MSC's space availability.

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.

+ Fees, Pricing and Billing

o Student Organizations

Officially registered student organizations are not assessed rental fees for most MSC spaces if these events are conceptualized, planned, and managed by a registered student organization and support the mission and objectives of the organization. In addition, the student group must be the one to request, organize, and coordinate the event. Spaces that may incur rental fees include the full Ballroom and Top of the Palms. Groups will be charged to reserve equipment and event personnel in all MSC spaces. University Police and/or outside security may be required in accordance with University or EMS policies and reflect an additional cost. Some services may be required; some are optional. For pricing details or an estimate, please contact your Event Planner.

Using A&S Funding

If a student organization plans to use A&S Funds to pay for an event at the MSC, they must submit a request to Student Business Services in **FAST** no less than ten (10) business days before the day of the event. To this purpose, we recommend that a Financial Officer attend the Event Review so that they can begin the A&S Funding process immediately after the meeting.

The MSC cannot request A&S Funding on your behalf. If charges are added to an event after an organization has submitted the request for funding, it is the student organization's responsibility to either contact Student Business Services or pay the additional costs out of pocket. For more information, please contact Student Business Services in MSC4300, at 813-974-7100, or sg-rmdorghelp@usf.edu.

Tax

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. If your Organization is sales tax exempt, please email a copy of your Florida Sales Tax Exemption Certificate (DR-14) to your MSC Event Planner and they can submit the change to our Billing Office.

o University Departments

USF Departments are charged a discounted room rental rate for most MSC venues if these events are conceptualized, planned, and managed by the department and support the mission and objectives of the University. In addition, the department must be the one to request, organize, and coordinate the event. Groups will be charged to reserve space, equipment, and event personnel in all MSC spaces. University Police and/or outside security may be required in accordance with University or EMS policies and reflect an additional cost. Some services may be required; some are optional. For pricing details or an estimate, please contact your Event Planner.

Department Payments: At the direction of the University Controller's Office, the Billing Office can only accept Chartfields (interdepartmental transfers) for payment for department or sponsored events. We cannot direct bill departments in order to use Foundation Funds or any other source of funds. Departments cannot pay for events with a check or a credit card, from any source.

Paying for Events with Foundation Funds:

Departments can still use Foundation Funds to cover their event costs, but only as a *reimbursement* from Foundation *after* they have paid the Marshall Student Center with a chartfield, per the University Controller's Office. When requesting the reimbursement to your department from Foundation Fund to cover your event expenses, the department must provide the Foundation with the interdepartmental invoice the Billing Office provides to the event contact as well as a copy of Finance Mart showing the department has paid.

o University Sponsored

In some cases, student groups and/or University departments may plan an event in conjunction with or to the benefit of a third party organization not otherwise affiliated with USF. These events may be classified as University Sponsored events, in which case they will be subject to a modified pricing structure. Classification as a University Sponsored event is handled on a case by case basis, at the discretion of Event and Meeting Services. Student Organizations and USF Departments hosting University Sponsored events are responsible for the payment of the event. Please note that USF Departments are required to use Chartfields as the method of payment. For pricing details or an estimate, please contact your Event Planner.

+ Event Reviews

Reservations may be subject to review to ensure compliance with USF policies and to make sure that the safety of the USF community is considered. The event review meeting must take place two weeks prior to the event, or certain resources may not be available for the event. Some resources require more than two weeks advance notice. Some events may require additional review by USF Environmental Health and Safety. For details or

additional information, please contact your event planner through the Event and Meeting Services main office at 813-974-5213.

All applicants for event reservations are responsible for providing all necessary information to ensure that the University can make appropriate and reasonable review of the feasibility of the event and ensure the safety of the university and guests.

For more information on Event Reviews, please click [here](#).

+ Food and Beverage Guidelines

The MSC does not allow clients to serve homemade food at events. All food must be pre-packaged or prepared in a professional restaurant or kitchen. Clients who wish to serve food at an event in the MSC must complete a Food Release Form, which is available [here](#).

Open Flames such as candles, Sterno cans, food warmers, or any alcohol- burning equipment used in warming food is strictly prohibited unless used by an approved vendor or Aramark staff. A catering staff member must be designated to monitor food warming devices and ensure that they are extinguished at the end of the event or when a food tray is empty and no longer being used.

If a client wishes to use an outside caterer for an event, the vendor must complete a Caterer's Application to become an approved vendor. Please contact your event planner for a current list of approved vendors or a copy of the Caterer's application.

Please note that the approval process may take several days. **Vendors who have not provided all of the required documentation and been approved will not be permitted to serve food at the MSC.** Outside vendors do not have access to MSC food preparation areas or resources. This includes but is not limited to:

- USF Dining kitchen areas
- Ice
- Running Water

USF Dining may cater events in the MSC, and must cater any event where alcohol is served. MSC Administration cannot request USF Dining catering on a client's behalf. Information about USF Dining catering options and services are available [here](#).

+ Alcohol Policy

Groups may serve alcohol at an event in the MSC, but MUST receive approval in advance. You can submit your request to have alcohol at your event by completing the [Alcohol Approval Form](#). Alcohol can ONLY be served by USF Dining and must follow all [USF Alcohol Policies](#).

+ Audio/Visual Equipment Usage and Staffing

The MSC has a variety of audio/visual equipment and services available for use within the MSC and MSC Outdoor areas. Requests for equipment must be made at least ten (10) business days prior to the event. A client may cancel an equipment order or staffing request up to three (3) business days prior to an event without penalty. All equipment/staffing cancellations must be submitted in writing to your Event Planner three (3) business days prior to the event. A/V orders or staffing requests cancelled with less than three (3) business days' notice will be charged to the client's account at the regular rate, even if the A/V resource is not used.

MSC does not provide audio visual equipment, personnel, or any other equipment in areas outside of the MSC rentable spaces.

- MSC AV Equipment Usage and Staffing

What Equipment can be used:

The MSC is equipped with a number of different solutions and options to make the most of your event or meeting. This includes microphones, speakers, specialty lighting, computers and more. Please speak with your event planner to discuss your event in detail to see what all the MSC might be able to provide for your event.

When will you need a technician:

MSC Sound and Light Technicians may be required in certain locations. Additionally, anytime you are using more than one microphone you will automatically need a technician present to ensure your event is a success. Other events, depending on complexity or location, will need a technician. You may request a technician for your event should you feel the need, however, this would be dependent on staffing availability for the day and time. There will be a per hour charge for technicians with a minimum of three (3) scheduled hours.

Scheduling technicians for Oval Theater or Royal Palm Ballroom:

Depending on your event needs, a technician may need to be present during your event or for the entirety of time you are in the room. Please speak to your event planner to make sure that you have the technician arrive with enough time to setup and prepare for your event. Usually this will require a technician present up to 1 hour prior to technical needs of the event.

Technician scheduling and availability:

Sound and Light Technicians are scheduled according to event need. Your event planner needs to know everything you are planning on doing for your event to ensure that you have the right amount of assistance for your event. The Sound and Light Department may not be able to accommodate last minute technical requests or additions if your needs exceed the capability of staffing or availability of equipment.

Setup and Teardown times:

Sound and Light Technicians are scheduled based on your event timeline that is discussed with your MSC Event Planner. We use these times to schedule the Sound and Light Technicians to ensure they have enough time to set up and breakdown your event, which allows us to make sure each event is fully cleaned up and vacated at the end of your reservation time. You MUST adhere to the start and end times listed on your reservation confirmation. Should you go over your allotted time, you may run the risk of having your event shut down by the technicians and incurring additional charges.

Equipment, Technician, Show Etiquette:

Please refrain from touching or using any equipment furnished by the MSC Sound and Light Department. If you need anything during your event, please ask your technician(s) and they will be able to adjust or change settings.

Do not use abusive or offensive language towards your technician(s). Please give them the respect that you would want shown to you.

Only ONE (1) individual from your organization is allowed behind the technician desk in order to assist with show prep and/or show cues. This individual is not authorized to touch anything other than the computer should they need to advance slides, play videos or begin cues for a show.

Abuse of this policy may result in immediate termination of your event and/or denial of equipment and staffing for future events.

Deadlines:

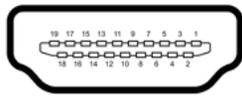
Due to the high volume of events in the MSC, there are very strict deadlines set in place to ensure your event is a success. Please refer to the following deadlines below.

Event Review: Your Event Review should take place at least 14 days prior to event – You must discuss all technical needs with your MSC Event Planner at this time. Please be prepared to discuss the following: number of microphones needed, type of microphones needed, presentation format specifications, performance specifics, lighting needs, music and lighting cues, etc. This allows your event planner schedule technicians accordingly and reserve any necessary equipment. Failure to do so may result in the inability or unavailability of some equipment or staffing for your event. For more information on Event Reviews, please click [here](#).

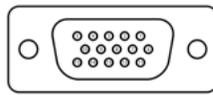
Day-of-Show: one week prior to event – This document is a full overview of needs for your event and will assist your technician running your event. The more information you can give us the better. A sample Day of Show can be found [here](#) . Please use this [fillable PDF](#) when completing your Day of Show.

Computer Adapters:

Computer adapters are no longer available through the MSC. Please know your computer connection needs and supply any adapters needed. All conference rooms have HDMI and VGA connections for your convenience. Please refer to the figure below for room connections.



HDMI



VGA

Lighting:

A basic stage wash is available with Royal Palm Ballroom A or the Oval Theater. Should you require more lighting needs you will need to hire a separate lighting technician. Day-of lighting requests will not be able to be fulfilled.

In the Ballroom there are many different lighting needs that we can fulfill from basic to advanced. Please discuss your lighting needs with your event planner so a Lighting Technician can be scheduled accordingly.

GOBO Creation:

The MSC has the ability to display custom gobos for your event. Any gobo to be used will need to be created or provided by the client. The MSC does not have the ability to create designs for your event. Should you want to use a GOBO for your event you will need to provide a Standard Size B (OD86mm, ID60mm for glass) (ID64mm metal) for use in our fixtures. Please speak to your event planner for further details.

Gaffers Tape:

Gaffers Tape will no longer be given out to clients outside. Cable Protectors are available on a limited basis. Should these not be available at time of your review, we will not be able to provide you with cables for your event.

Projector Screens:

Projector Screens are not able to be used outside. Any wind will damage the screens and so will not be available for use in outdoor locations

If it rains for an event:

Please refer to the Rain Policy. Our number one concern is to conduct safe events for everyone. Should it begin to rain during your event, or rain threaten the ability to hold your event. The Sound and Light Department may not be able to give you reserved equipment in order to preserve the safety of the technicians, patrons and equipment. Electricity and water do not mix.

- DVD / Video / Movie Usage

You must have a license to publicly show a movie in order to host a movie night event in the Marshall Student Center. **Owning or renting a copy of the movie does not confer the license to publicly use it.** Purchasing a copy of copyrighted material only provides the right to use that copy for personal use.

For more information on showing a movie in the MSC or for information on how to obtain a license, please view this [document](#).

+ Decoration Guidelines and Storage Information

Clients and guests of the Marshall Student Center (MSC) are responsible for adhering to the following during each event. Please note that decorating ideas/plans not addressed within this document should be presented to Event & Meeting Services staff prior to the event for review and approval.

- Fire Regulations
 - All decorative materials must be flame proof and/or fire retardant.
- Decorations in offices, event spaces, lounges, and any other areas of the MSC must not:
 - Hang from the ceiling in a manner that interferes with the fire sprinkler system
 - Obstruct safe passage or evacuation during a fire emergency
- No decorations shall be placed in hallways, aisles, stairwells, or exit routes.
- All exits must be free of barricades.
- Tampering with fire protection equipment is a felony. Therefore, exit signs, fire extinguishers, smoke detectors, fire pull alarms, emergency lights, and audible fire signals/strobe lights cannot be decorated, covered, or obstructed in any way.
- Any extensive electrical power usage must be approved by Event & Meeting Services staff in advance.
- Caution must be taken to keep all paper or cloth free from light fixtures.
- The use of candles, incense, lanterns, oil lamps, and other devices with open flame is forbidden.
- Electric lights are permitted as long as they are used in compliance with the manufacturer's recommendations.
- No fresh cut trees are ever permitted in the MSC.

Securing of Decorations & Signage

No nails, screws, hooks, etc., may be driven into any walls, floors, or ceilings. Tape may not be used on floors unless it is designated as "floor marking tape". Painter's Tape is the only tape that is permitted for use on walls and ceilings. Masking tape, packing tape, double-sided tape, carpet tape, and duct tape are all examples of tape that is not permitted. Clients are responsible for securing and bringing the appropriate tape. Any freestanding decorations must be stable in nature and lightweight in construction.

Event advertisement signage is not permitted to be hung in hallways, elevators, stairwells, or other spaces within the Marshall Student Center. If you have a need to display directional/informational signage for your event, please contact your Event Planner to secure the appropriate sign holders.

Tablecloths

Tablecloths are not included with event reservations. They can be provided at an additional cost, and must be reserved with your event planner at least ten (10) business days in advance. Black and white are the available colors, with the following sizes (in inches):

- 52 x 114, suitable for 6 ft. rectangular banquet tables.
- 85 x 85, suitable for round tables with a 5 ft. diameter.

Balloons

All helium-filled balloons must be weighted the entire time they are on MSC property. This includes while in transit to an event location within the building and also in outdoor event spaces. It is acceptable to tie them to centerpieces and/or chairs during events, provided extreme caution is utilized during their removal. Clients may incur fees for any balloons that escape and require retrieval by MSC staff.

Special Effects

The following are not permitted:

- Dry ice
- Confetti or glitter of any kind
- Covering of windows with paper, paint, or other materials. Acceptable window coverings can be provided by Event & Meeting Services Staff with prior approval.
- Smoke machines, fog machines, or similar devices emitting visible gas vapors may not be used indoors unless it provided by the MSC Sound and Light Department. You must receive approval from your MSC Event Planner to use smoke machines, fog machines, or similar devices emitting visible gas vapors at an outdoor event.

Painting

Painting is prohibited on MSC property without prior approval from your MSC Event Planner, and is restricted to certain locations (MSC 2708, or Outdoor Locations) and certain types of paint (water based). Please contact your MSC Event Planner for details.

Event Cleanup

Decorations must be removed immediately after the event, program, or holiday, unless the group has prior written consent from MSC Administration. The MSC will breakdown/dispose of any items not removed immediately and a cleanup charge may be incurred. This includes balloons.

Damages

Any damages to MSC property found to be the result of client failure to adhere to the aforementioned guidelines and expectations will result in additional charges, and may also result in suspension of facility reservation privileges for the semester. The MSC will handle repairs, and the client will be billed for all costs incurred for materials and time related to the repairs. Similarly, any excessive cleaning charges will be billed to the client.

Storage

The MSC is not responsible for items left in the building after events, and storage space is not available for materials or equipment used in association with an event. Such items are the sole responsibility of the client. If items are left after an event, the MSC will dispose of the items and a charge may be incurred. Personal items of value that are left behind will be turned into the MSC Information Desk, and could ultimately be turned over to University Police dependent on the item's value.

+ Parking

Parking permits are required to park on campus 24/7 and will be enforced by University Parking and Transportation Services. It is the client's responsibility to arrange parking for their event and all attendees. Immediately to the northeast of the MSC is the Crescent Hill Parking Garage which includes metered visitor parking. Other parking options can be found on the Parking and [Transportation Services website](#) .

+ Security

Some events may require Security personnel to be present. University Police will determine all security needs, including outside security. Charges for security will be determined by the MSC. Examples include but are not limited to:

- Events where cash is handled.
- Events where alcohol is served.
- Events that are open to the outside community.
- Events with a history and/or expectation of a large attendance.
- Events that may be perceived as controversial.

If you think your event may need additional security, please contact your MSC Event Planner.

+ [Click Here to Download a PDF of the full MSC Policies and Guidelines Document](#)