

**FACILITIES EVENTS PLANNING**

**AC-CU SHORT FORM CHECKLIST**

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| |  | | --- | | **INSTRUCTIONS:** This checklist is to assist you in preparing for your event at the University of Southern California. Please check all areas that are applicable to your event. Hourly labor charges are listed in each section. Some services requested before 7:30AM or after 3:00 PM during the week may require additional labor charges. Depending on time and day of your event, requests may require overtime pay at 1½ times the regular rate. **NOTE:** Last Minute Requests (less than 48hrs. notice are charged a $125.00 fee.    **\*\*OUR POLICY IS YOUR EVENT MUST BE PAID IMMEDIATELY UPON RECEIPT OF YOUR INVOICE, OR THE EVENT MAY BE CANCELED\*\* REQUESTER IS RESPONSIBLE FOR PAYMENT.**    **Rev 8.7.19 Please initial \_\_\_\_\_\_\_\_\_** | |

**UPC/HSC Facilities Events Planning:**

**Phone Number: 213-740-3361**

**3450 S. Vermont, LA CA 90089-2590, FPM 100**

**Email:** [**fms-evtp@usc.edu**](mailto:fms-evtp@usc.edu)

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| --- | --- | --- | --- | --- | --- | --- |
| **EVENT INFORMATION - \*Required** | | | | | | |
| **Name of Event:** | **\*** |  | | | | |
| **Event Permit Number:** | **\*** |  | | | | |
| **Location(s):** | **\*** |  | | | | |
| **Date(s) of Event:** | **\*** |  | | | | |
| **One-Line Event Description:** | **\*** |  | | | | |
| **Number of Attendees :** | **\*** | **Number?** \_\_\_\_\_\_\_ **Is Food Being Served?** **Yes**\_\_\_\_ **No**\_\_\_\_ | | | | |
| **NOTE: If “Yes” to above question, please answer (Section/s 1 and 2) on Page 3 of this document.** | | | | | | |
| **EVENT TIMES - \*Required** | | | | | | |
|  | | | | | | |
|  |  | ***Day*** |  | ***Date*** |  | ***Time*** |
| **Event Setup:** | **\*** |  |  |  |  |  |
| **Event Begins:** | **\*** |  |  |  |  |  |
| **Event Ends:** | **\*** |  |  |  |  |  |
| **Event Breakdown:** | **\*** |  |  |  |  |  |
|  | | | | | | |
| **EVENT CONTACT INFORMATION - \*Required** | | | | | | |
|  | | | | | | |
| **Name:** | **\*** |  | | | | |
| **Address:** | **\*** |  | | | | |
| **Student Organization Name:** | **\*** | Advisor: | | | | |
| **Telephone #:** | **\*** |  | | | | |
| **Cell Phone #:** | **\*** |  | | | | |
| **Email:** | **\*** |  | | | | |
| **Methods of Payment: (payment must be made with an “invoice”)**   * Payment must be entered in Kuali – No Paper Requisitions, please. Our Service Center Department number is **571 and the object code is 20230**. * Please enter FMS Blanket IBR # here for payment. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      * A personal check can be mailed or brought to **FPM,** **3450 S. Vermont Ave., LA 90089.**   + Please make your check out to: ***Facilities Management Services*** * Cash can be brought to the address below (exact change only, please). * Sorry, we do not accept Credit Cards or ATM Cards.   **IMPORTANT ITEMS to remember**       1. ***remember to sign the last page of this checklist –*** *OR YOUR CHECKLIST WILL BE NOT BE PROCESSED.* 2. ***cHECKLIST RECEIVED* AFTER 12:00 Noon ON fRIDAY WILL NOT BE PROCESSED UNTIL the mONDAY.** 3. ***LAST-MINUTE REQUESTS*** (LESS THAN 48-HOURS) WILL INCLUDE AN additionaL fms LAST-MINUTE FEE CHARGE OF $125.00. PLUS ANY ADDITIONAL LAST-MINUTE CHARGES FROM THE VENDOR. 4. ***per fms policy*,** clean up is required for all events WITH FOOD--iNTERIOR & eXTERIOR 5. ***ALL UNIVERSITY ELECTRICAL BOXES/OUTLETS*** ARE LOCKED AND ACCESSIBLE BY FMS ELECTRICIANS only. 6. ***bike rack REMOVAL*** diagramS & posting request to DPS MUST be received 10 days before REQUESTED removal or FMS cannot remove the racks. 7. ***Diagrams are required*** for approval, as well as vendor/rental names and numbers**.** 8. ***fULL pAYMENT IS REQUIRED FOR lAST MINUTE CANCELATION*** *WITH* LESS THAN 48-HOUR NOTICE   **aNY SUBSEQUENT CHANGES AFTER SUBMITTAL OF THIS CHECKLIST MUST BE SUBMITTED VIA EMAIL TO** [**fms-evtp@usc.edu**](mailto:fms-evtp@usc.edu) | | | | | | | |
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| **FMS SERVICES** | | | | | | | |

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| **1. AIR CONDITIONING/HEATING (Indoor Facilities) Needed especially for weekends and after hours**  ***No Charge - For informational purposes only*** | | | | **“X” if Services Requested** | |  |
| **NOTE: Unless AC is requested here, there is the possibility that the AC will not be on. A charge of 4-hours overtime or $495.00 may apply for calls that are made the day of the event to adjust temperature that is not scheduled.** | | | | | | |
| **LOCATION(S):**  ***Be specific (Building name and room number, lobbies, floors, etc.)***  ***\*If multiple locations, please specify\**** | | **Buildings:** | | | **Room Number(s):** | |
|  | | |  | |
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|  | | | | | | |
| **2. CUSTODIAL INDOOR CLEAN-UP (Facilities, Classrooms, Restrooms)**  ***REQUIRED FOR ALL INDOOR EVENTS* *SERVING FOOD***  **$38.50 per hour – *Overtime rate* of $57.75 is charged for after-hours and weekends** | | | | **“X” if Services Requested** | |  |
| ***Service*** | ***Date(s)*** | | ***Time(s)*** | ***Specific Location(s)*** | | |
| **Pre-Event Clean-up:**  *(Floor care, dusting, cleanup/restocking of restrooms, etc.)* |  | |  |  | | |
| **Post-Event Clean-up (Restrooms also included):**  ***(Required*** *for indoor events with food and/or trashcans) May require overtime depending on day and time of cleanup* |  | |  |  | | |
| **Scheduled Restroom Cleanup:**  *(Cleaning and restocking on a scheduled basis) like Clean up at 2:00pm, 4:30pm, 6:00pm* |  | |  |  | | |
| **Standby Custodian:**  *(On-site at all times) May be on overtime due to time of event, may require male and female attendants* |  | |  |  | | |
| **Rooms and/or Restrooms being used – must be listed. If restrooms are not the same as the event location, list here:** |  | |  |  | | |
| **NOTE: Cleanup of the restrooms in ADM, and cleanup of dressing rooms in BOVARD AUDITORIUM are not included in your rental contract with Trojan Event Services. FMS must receive a separate request for maintenance in these areas. Please contact our office or your Event Planner for more information.** | | | | | | |

**Requester Signature: Date: \_\_\_\_ \_\_\_\_\_\_\_\_\_**

***This request form must be signed, or your event will not be processed.***

***By signing this page, you are acknowledging responsibility for all rentals and/or services requested on this checklist, including payment for services. No substitutions for payment are allowed.***