

Reserved Activity Request Form

A *Reserved Activity* is any use of space for a designated purpose including events.

Requests must be submitted 30 days prior to the proposed date of the activity. Any exceptions must be approved by <TBD>. **Requests for activities that have anticipated large numbers and/or that have had previous or anticipated disruption must be submitted 60 days prior to the proposed date of the activity.**

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

Today's Date _____

Activity Name _____

Sponsor Name and Department/Organization (must be USF affiliate) _____

Phone/Cell _____ USF Email _____

1st Contact person (that will be present at activity) _____

Phone/Cell _____ USF Email _____

2nd Contact person (that will be present at activity) _____

Phone/Cell _____ USF Email _____

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

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

Requested Location _____

Is this activity outdoors? Yes* No Inclement Weather Location _____

***IF YES, YOU MUST INCLUDE AN INCLEMENT WEATHER LOCATION AND PLAN. FORM WILL BE RETURNED IF NOT IDENTIFIED.**

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

Will the activity include Static Displays? (Vehicles, equipment, [tents](#), 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 FOR ACCOMODATIONS.**

Admission Charge _____ Merchandise Sold _____

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

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

Will food be served? Yes No

Will an approved commercial food service vendor or USF approved caterer be used? 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:

Activities not utilizing USF Dining Services or a commercial food vendor and serving food to 100 or more general public attendees are required to notify Environmental Health & Safety at least one week in advance using the [Temporary Food Service Activity Notification Form](#)

<INSERT ServSafe link and Florida Food Handler link>

PLEASE REVIEW THE [EVENT SAFETY MANUAL](#)

Will alcohol be served? 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.

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.**

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 and all charges; otherwise a security deposit as specified by Facilities Management will be required.

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

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

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

(recently verified through OCG)

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

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

Email completed form to:
[Jackie Gahagan](#)
[Email: jgahagan@usf.edu](mailto:jgahagan@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 Activity Safety Manual . Complete & submit the Activity Request Form for review.	Visit the Facilities Management Service Center web page to access the Activity Request Form: https://www.usf.edu/administrative-services/facilities/requests/activity-request.aspx
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: jgahagan@usf.edu 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: jgahagan@usf.edu
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: https://www.usf.edu/administrative-services/parking/permits/activity-parking.aspx
Questions	Contact the Facilities Management Service Center.	Email: jgahagan@usf.edu Call: Primary 813-974-0332 Secondary 813-974-2845
REVIEW FOR SAFETY CONCERNS		
QUESTION	ANSWER	ACTION
Will I need insurance for the activity?	Some activities require insurance and may take up to 30 days 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: Katherine Simpkins (Ogelvie) Email: kogelvie@usf.edu 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 prior to the activity?	Supply Chain Management 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: scm-activities@usf.edu 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: https://www.usf.edu/administrative-services/facilities/requests/activity-request.aspx

<p>Does USF provide clean up after the activity?</p>	<p>It is the responsibility of the group sponsoring the activity to assure that the space is returned to the same condition it was prior to 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 in an unsatisfactory condition you may incur a cleanup fee.</p>	<p>If cleanup is needed you will be contacted by FM. Departments will be expected to pay with a paying work order via FAMIS. Student Organizations and University Affiliated Organizations will need to submit a Work Request & Authorization Form. https://www.usf.edu/administrative-services/facilities/requests/request-service.aspx</p>
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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 Service Center website](#).
- To find out about advertising in Residential Housing, for Greek Villages, Holly Drive Apartments and Maple Suites, please contact Mark Hauser (mahauser@usf.edu) or Manuel Lopez (mlopez@usf.edu).
- To find out about advertising in The Village, please contact Chris Adams (cadams@cocm.com).
- To advertise in the Marshall Student Center and other digital platforms, please visit the MSC website (www.usf.edu/msc) and select the [Plan & Market Activitys](#) 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) will work with you to make sure that you have adequate custodial support for indoor activitys. She will advise if you need to submit a paying work order. If you are not contracting extra custodial support, it is the responsibility of the group sponsoring the activity to assure that the space is returned to the same condition it was prior to the activity. The area must be left clean and litter free. Alltrash must be taken to the nearest dumpster. If the area is left in an unsatisfactory condition you may incur a cleanup fee from Facilities Management Campus Services.
- Tables, Chairs, Trashcans – Supply Chain Management (scm-activitys@usf.edu) can assist with rentingtables, chairs and trashcans for the activity. Please send an email to scm-activitys@usf.edu for a quote.
- Ryan Bradford, Tampa Fire (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.