

**INSTRUCTIONS:** This sheet is to assist you in preparing for your event at the University of Southern California. Attached are the most common services Facilities provides. Please check all areas that are applicable to your event. All hourly labor charges are listed in each section. Some services requested after 3:00 PM during the week may require additional labor charges. Depending on time and day, requests may require overtime pay at 1½ times the regular rate.

**\*\*OUR POLICY IS YOUR EVENT MUST BE PAID IMMEDIATELY UPON RECEIPT OF INVOICE, OR THE EVENT MAY BE CANCELED\*\* REQUESTER IS RESPONSIBLE FOR PAYMENT.**

Updated 6-29-17

Please initial \_\_\_\_\_

**UPC/HSC Facilities Events Planning:**

Phone Number: 213-740-3361

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

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

**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 \_\_\_

**EVENT TIMES - \*Required**

	<i>Day</i>	<i>Date</i>	<i>Time</i>
Event Setup: *	_____	_____	_____
Event Begins: *	_____	_____	_____
Event Ends: *	_____	_____	_____
Event Breakdown: *	_____	_____	_____

**EVENT CONTACT INFORMATION - \*Required**

Name: \* \_\_\_\_\_

Address: \* \_\_\_\_\_

Student Organization Name: \* \_\_\_\_\_ Advisor: \_\_\_\_\_

Telephone #: \* \_\_\_\_\_

Cell Phone #: \* \_\_\_\_\_

Email: \* \_\_\_\_\_

## **IMPORTANT ITEMS TO REMEMBER**

- **TO AVOID EXTRA FEES, PROVIDE 2 HOUR DELIVERY WINDOW FOR EQUIPMENT**
- **EVENT DIAGRAM DUE TO FIRE SAFETY AND FMS 3 WEEKS BEFORE EVENT**
- **PER FMS POLICY, CLEAN UP IS REQUIRED FOR ALL EVENTS**
- **DON'T FORGET A COMPLETE LIST OF ITEMS REQUIRING POWER**
- **ALL UNIVERSITY ELECTRICAL BOXES/OUTLETS ARE LOCKED AND ACCESSIBLE BY FMS ELECTRICIAN ONLY**
- **BIKE RACK DIAGRAM & POSTING REQUEST TO DPS 10 DAYS BEFORE REMOVAL**
- **REMEMBER TO SIGN THE LAST PAGE OF THIS CHECKLIST**

**ANY SUBSEQUENT CHANGES TO REQUEST INFORMATION ON THIS CHECKLIST MUST BE SUBMITTED VIA EMAIL TO [fms-evtp@usc.edu](mailto:fms-evtp@usc.edu)**

### **METHODS OF PAYMENT: (PAYMENT MUST BE MADE WITH AN "INVOICE PR")**

- **NO Paper Requisitions:** Payment must be entered in Quali. Our Service Center # is "571" and the object code is 20230 – Please include the Project Number and Event Name in the Description.
- A personal check can be mailed or brought to the address below.
  - Please make the check out to: *Facilities Management Services*
- Cash can be brought to the address below (exact change only, please).
- FMS Blanket IBR#: \_\_\_\_\_.
- We do not accept Credit Cards or ATM Cards.

Facilities Management Events Planning  
3450 S. Vermont Ave. FPM Building  
LA, CA 90089-2590

<b>1. AIR CONDITIONING/HEATING (Indoor Facilities)</b> <i>For informational purposes only</i>		"X" if Services Requested →
<b>NOTE: Unless AC is requested here, there is the possibility that the AC will not be on. A charge of 4-hours overtime or \$475.20 will apply for calls that are made the day of the event to adjust temperature.</b>		
<b>LOCATION(S):</b> <i>Be specific (Building name and room number, lobbies, floors, etc...)</i> <i>*If multiple locations, please specify*</i>	<b>Buildings:</b>	<b>Room Number(s):</b>

<b>2. INDOOR CLEAN-UP (Facilities, Classrooms, Restrooms)</b> <b>REQUIRED FOR ALL INDOOR EVENTS</b> <b>\$36.30 per hour</b>		"X" if Services Requested →	
	<i>Date(s)</i>	<i>Time(s)</i>	<i>Specific Location(s)</i>
<b>Pre-Event Clean-up:</b> <i>(floor care, dusting, etc.)</i>			
<b>Post-Event Clean-up (Restrooms also included):</b> <i>(required for indoor events with food and/or trashcans)</i> <b>May require overtime</b>			
<b>Scheduled Restroom Cleanup:</b> <i>(cleaning and restocking on a scheduled basis)</i>			
<b>Standby Custodian:</b> <i>(On-site at all times)</i>			
<b>Rooms and/or Restrooms being used:</b>			
<i>Please list other Custodial needs/information below :</i>			

<b>3. OUTDOOR CLEAN-UP (Parks, Courtyards, Other exterior locations)</b> <b>REQUIRED FOR ALL OUTDOOR EVENTS</b> <b>\$39.60 per hour</b>		"X" if Services Requested →	
	<i>Date</i>	<i>Time</i>	<i>Specific Location(s)</i>
<b>Pre-Event Clean-up:</b> <i>(Wash down, reline trashcans, rake, etc.)</i>			
<b>Post-Event Cleanup</b> <b>(required for all events with trashcans/food)</b>			
<b>Vehicles/equipment to be driven or placed on grass???</b> <b>Notify Planner</b>			
<b>NOTE: BBQ Equipment must be protected underneath at all times and have Fire Extinguisher located nearby. No wires or cables can be attached to trees or buildings. ALL DAMAGES WILL BE BILLED BACK TO CUSTOMER AFTER THE EVENT.</b>			

<b>4. DIAGRAMS – Diagrams are needed for all Events. Events Planning will assist you with your diagram, if needed.</b> <b>Diagrams are required 3-weeks in advance to FMS (<a href="mailto:fms-evtp@usc.edu">fms-evtp@usc.edu</a>)</b> <b>and the Fire Safety Office (<a href="mailto:FireSafety@admin.usc.edu">FireSafety@admin.usc.edu</a>)</b> <b>Note: Your Event will not be approved unless we have your set-up diagram.</b>
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<b>5. ELECTRICAL REQUEST (Diagram required with electrical locations)</b> \$81.40 per hour		"X" if Services Requested →	
<b>NOTE: Please make sure ALL of your electrical needs are listed, including catering needs, tent lighting, camera equipment, special sound equipment, fans, heaters, and/or any other items that may need electrical. Ask your caterer for special equipment needed.</b>			
<b>Electrical Circuits:</b> (120V – 20 amp circuits) *additional power upon request.	Amount	Location	
<b>MANDATORY:</b> Please List ALL Electrical Requested: 1. Lighting for tent/ outdoor areas 2. Sound 3. Fans/Misters 5. Catering (coffee maker, refrigerator, popcorn machines) 6. Other  Info must be supplied before the event. Vendors are <b>not allowed</b> to plug into university power.  NOTE: Diagram required for all electrical requests.		List Items:	

<b>6. HEAVY EQUIPMENT (Removal of bike rack, benches, exterior metal tables etc.)</b> \$62.70 per hour			"X" if Services Requested →	
<b>Removal</b> (DPS approval AND posting of bike racks required) Request must be received 10 days prior to event or items will not be removed. <b>Contact DPS to coordinate.</b> *Diagram Required*	Date	Time	Location – How many?	
<b>Return</b> (Of removed items)	Date	Time	Location	
<b>Bike posting/removal: Contact Lt. Mark Cervenak, DPS at 213-740-6000</b> Customer is responsible for posting of flyers through DPS before the event				

<b>7. FOUNTAIN REQUESTS – *Normal Operations 7AM – 7PM</b> \$82.50 per hour				"X" if Services Requested →	
Fountain Off	Date	Time ON	Time OFF	Fountain Location	
Fountain Turned Down	Date	Time ON	Time OFF	Fountain Location	

<b>8. SPRINKLER SHUT OFF</b> -- <b>NOTE: Please take into consideration your set-up and break-down time.</b> <i>An extra fee will be charged for any shut-off for more than three days.</i> <b>\$53.90 per hour (unless off campus) - some exceptions apply</b>				"X" if Services Requested →
<b>Sprinklers Turned Off</b>	<i>Date</i>	<i>Time Off</i>	<i>Time On</i>	<i>Location/s (Be Specific) if multiple, list each</i>
<i>Include information on when vendors are setting up here:</i>				

<b>9. SPECIAL SERVICES</b> (move jobs, room set-up) <b>\$46.20 per hour</b>				"X" if Services Requested →
<b>Banner Hanging:</b> <i>Call Events Planning for Information (213)-740-3361</i>				
<b>Moves:</b> <i>(Furniture, boxes, equipment, etc.) – must have storage area set up for furniture, if removed from room.</i>	<i>Date</i>	<i>FROM</i>	<i>TO</i>	<i>ITEM</i>
<b>Room Set-up:</b> <i>(Please list details below Provide diagram)</i>	<i>Date</i>	<i>Time</i>	<i>Location (Be Specific)</i>	
<b>Special Notes:</b> If you have someone other than yourself as a contact person, please list name and cell phone number so the crew can contact them for any question, concerns, or entrance to the room. <u>Reset – Contact must be present for reset and provide cell phone.</u>				

<b>10. VENDOR</b> (Set-up diagram required) or event will not be processed.			"X" if Services Requested →
<b>***NOTE***</b> If you are using an outside vendor/caterer to supply your equipment rentals, the Company Name and Contact must be listed <b>(Required)</b> or your event will not be scheduled			
	<b>Company</b>	<b>Company Contact Name</b>	<b>Phone Number</b>
1			
2			

## FMS EQUIPMENT RENTALS

<b><u>DROP-OFF/PICK-UP INFORMATION MUST BE ENTERED OR EVENT WILL NOT BE PROCESSED</u></b>	“X” if Services Requested 		
* Please provide a 2-hour window to avoid added delivery or pickup charges. In addition, it is required that someone be available to sign for your delivery during the delivery window, or extra charges apply. Standard delivery hours: 7am – 5pm, Monday – Saturday.			
Note: There is also a 3% broken/damage waiver added to all rental items by the vendor. *Additional fees apply for before-and-after-hours and Sunday deliveries/pickups. * We must be notified immediately of any deliveries with missing equipment by calling <b>213-740-3361</b> and reported or credit/s will not be given. * Missing or damaged equipment upon pickup (standards, podiums, hoses, quick couplers) will be charged back to the customer. * <b>Can’t find what you’re looking for? Additional items and sizes are available upon request.</b>			
	<b>*Date</b>	<b>*Time</b>	<b>*Location</b>
<b>Equipment DROP-OFF :</b>  - <u>provide a 2-hour window to avoid added delivery charges</u>			
<b>Equipment PICK-UP:</b>  - <u>provide a 2-hour window to avoid added pickup charges</u>			

RENTAL ITEMS	COST	QTY	ADDITIONAL NOTES
FMS Chain Link Fencing (10’ x 6’ panels)	\$1.90/ft		Price per foot, installed – Mandatory for events serving alcohol. Wind-screen available upon request.
FMS White Plastic Fencing (10’ x 4’ panels) (plus set up)	\$1.65/ft		Price per Foot --installation extra (Call for Quote)
FMS Flags USA and/or California (plus delivery)	\$25.00		Customers are responsible for flags if lost or stolen.
FMS Flag Stands (plus delivery)	\$6.00		Inserts may be required
FMS Hose and Spigot	\$35.00		Plus delivery and hook up charge / only where available.
FMS Wooden Podium (with seal) (plus delivery)	\$85.00		Podium placement must be indicated on diagram – or will not be delivered.
FMS Trashcans, Large – White Cardboard (plus delivery)	\$6.75		1-20 Trashcans - \$55.00 Delivery Requires cleanup/disposal after event
FMS Trashcan liners – CLEAR	\$0.55		
FMS Trashcans, Recycle cardboard (plus delivery) w/ lids	\$9.85		1-20 trashcans - \$55.00 Delivery Requires cleanup/disposal after event at additional cost
FMS Sign Standards – White wooden 6’ high (plus delivery)	\$7.50		1-20 standards \$55.00 (\$75.00 fee for each lost or damaged item) If not at specified pickup location, additional charges will apply.
Electrical Extension Cords (plus delivery)	\$15.00		(\$18 for 100’), (\$15 for 25ft, 50ft) As determined by electrician.
Electrical Cable Ramps (required for spider box cables)	\$16.50		Plus installation (As determined by electrician)
FMS Electrical 50 amp Cables (for use with spider box)	\$19.50		Plus installation
Portable Restrooms – Regular, VIP			Call us for Quote
FMS Electrical Spider Box ( 50amp - provides 6-20 amp circuits) * (Plus hook-up fee) specific locations only	\$95.00		(Used upon electrician recommendation) Additional charges for 50-AMP. cables and cable ramps

## FMS EQUIPMENT RENTALS

RENTAL ITEMS	COST	QTY	ADDITIONAL NOTES				
Chair – Bar stool (Black)	\$8.95		(see “All Rental Items” disclaimer below)				
Chair – Bar stool (Natural)	\$9.64		(see “All Rental Items” disclaimer below)				
Chairs – Samsonite Plastic folding	\$1.64		Tie – wraps required for over 299 chairs set up				
Chairs – White wooden folding	\$2.31		(see “All Rental Items” disclaimer below)				
Chairs – Black wooden folding	\$3.36		(see “All Rental Items” disclaimer below)				
Tables – 30” x 42”(h) <b>tall cocktail</b>	\$10.26		(see “All Rental Items” disclaimer below)				
Tables – 36” x 42”(h) <b>tall cocktail</b>	\$10.26		(see “All Rental Items” disclaimer below)				
Tables – round 30” seats 4	\$7.90		(see “All Rental Items” disclaimer below)				
Tables – round 36” seats 6	\$7.60		(see “All Rental Items” disclaimer below)				
Tables – round 54” seats 8	\$8.14		(see “All Rental Items” disclaimer below)				
Tables – round 60” seats up to 10	\$8.75		(see “All Rental Items” disclaimer below)				
Tables – 6’ x 30” seats 6 – 8	\$7.79		(see “All Rental Items” disclaimer below)				
Tables – 8’ x 30” seats 8 – 10	\$7.90		(see “All Rental Items” disclaimer below)				
<b>Choose Color for Linens</b>			<b>Black</b>	<b>Cardinal</b>	<b>Gold</b>	<b>White</b>	<b>Other (Specify)</b>
Linens – 120” (for 30” cocktail tables)	\$17.02						
Linens – 36” round cocktail tables	\$9.49						
Linens – 48” round tables	\$11.54						
Linens – 60” round tables	\$17.02						
Linens – 6’ table	\$12.74						
Linens – 8’ table	\$14.38						
Metal Barricades (6’ 7”)	\$20.39		(see “All Rental Items” disclaimer below)				
Canopies – 10’ x 10’ no walls	\$82.33		<b>Canopies over 400 sq.ft. require LA City Permit &amp; 3 weeks’ notice.</b>				
Canopies – 10’ x 15’ no walls	\$122.68		(see “All Rental Items” disclaimer below)				
Easels (Aluminum)	\$17.12		64” tall 4’ wide				
Cable Ramps – 3’ section (for spider box)	\$19.80		Required for cables running across any walkway				
Fencing – White Picket Fencing (6’ x 4’ panels)	\$2.95/ft		<b>Price per Foot</b>				
Lights – Triple R40 Theatrical Pole Light (1.5 amp)	\$88.09		(see “All Rental Items” disclaimer below)				
Lights – R40 Theatrical flood light w/clamp	\$25.63		Includes gel covers for different color lighting				
Lights – 500 Watt quartz flood lights	\$32.03		(see “All Rental Items” disclaimer below)				
Stages – 4’ x 8’ x 12” w/ turf	\$121.96		<b>*Stages over 30” high require LA City Permit*</b>				
Stages – 6’ x 8’ x 12” w/ turf	\$184.72		(Skirting not included)				
Stages – 4’ x 8’ x 24” w/ turf	\$135.99		(Skirting not included)				
Stages – 6’ x 8’ x 24” w/ turf	\$198.72		(Skirting not included)				
Umbrellas – 7’ White Garden w/ Base	\$18.51		(see “All Rental Items” disclaimer below)				
Umbrellas – 9’ White Octagon Market w/ Base	\$51.35		(see “All Rental Items” disclaimer below)				
Umbrellas – 11’ White Square Market w/ Base	\$68.46		(see “All Rental Items” disclaimer below)				
Captain Chairs	\$8.75		(see “All Rental Items” disclaimer below)				

**ALL RENTAL ITEMS:** You must sign for all deliveries. A cell phone number is required for deliveries. If the customer cannot be contacted, a message will be left on their telephone. Missing items or discrepancy with the delivery must be reported immediately to 213-740-3361. Missing items that are not reported will not be credited to your invoice. Any missing/damaged items upon pick up are the responsibility of the customer, and charges will be added to your invoice after the event. Please note that all rental items, in addition to the listed prices, are subject to delivery and setup fees. **\*Last minute requests (less than 48-hours) will include an additional FMS LAST MINUTE FEE charge of \$75.00, plus an additional LAST MINUTE FEE of a minimum of \$55.00 from the vendor.**

**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 requirements on this checklist, including payment for services.***

**\*\*OUR POLICY IS YOUR EVENT MUST BE PAID IMMEDIATELY UPON RECEIPT OF INVOICE, OR THE EVENT SERVICES MAY BE CANCELED\*\***