

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. All after-hour emergencies and weekend work require overtime pay at 1½ times the regular rate.

Click the **Equipment Rentals Price List** (red tab) at the bottom of this sheet for pricing of rental equipment.

NOTE: Facilities Management Services policy requires payment prior to all events. Services may be canceled if payment is not received prior to the event. Payment can be made either by University Requisition, check, or cash.

Any events scheduled with less than 48-hours notice will be subject to an additional charge of **\$75.00**.

IN ADDITION: **DIAGRAMS** must be submitted 4-weeks prior to the event for review by the LA City Fire Marshall, or your event may not be approved. Event Change of Use permits may also be required through LA City at an additional charge. Ask your Event Planner about these.

UPC/HSC Facilities Event Planning:

Phone Number: 213-740-3361

Facilities Event Fax: 213-740-9141

Address: 3450 S. Los Angeles, CA 90089-2590, FPM 100

Email: eventsplanning@fms.usc.edu

***** **EVENT/CUSTOMER INFORMATION** *****

EVENT INFORMATION

Name of Event:

Event Permit Number

Location(s):

Date(s) of Event:

Event Description:

Attendance:

EVENT TIMES

Date

Time

Event Setup:

Event Begins:

Event Ends:

Event Breakdown:

CONTACT INFORMATION

Name:

Address:

Telephone #:

Cell Phone #:

Fax #:

Email:

1. AIR CONDITIONING/HEATING (Indoor facilities) - For informational purpose only

Check if SERVICES REQUESTED: →

☐

NOTE: Unless AC is requested here, there is the possibility that the AC will not be on. A maximum of 4-hours overtime charge of \$376.20 will apply for calls that are made the day of the event to adjust temperature.

Location(s) - Be Specific: (Building name and room number, lobbies, floors) *If multiple locations, please specify*

2. CUSTODIAL SERVICES (Indoor facilities, classrooms, restrooms) - \$26.40 per hour**Please be specific: Dates, Times, locations.**

Check if SERVICES REQUESTED →

☐

Pre-Event Clean-up: (floor care, dusting, etc.)

☐

Dates/Times:

Post-Event Clean-up (floor cleanup, trash removal, required for indoor events with trashcans): Specific Time:

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Special monitoring, cleaning, and restocking of restrooms on a scheduled basis:

☐

Exact times:

Standby Custodian (on-site at all times):

☐

Specific Time:

Rooms and/or Restrooms being used (specify building, floors and/or rooms):

Please list other Custodial needs/information:

3. LANDSCAPE/GROUNDS REQUESTS (Outdoor Services) - \$31.90 per hour**Please be specific: Exact location/area**

Check if SERVICES REQUESTED: →

☐

Pre-Event Cleanup (wash down, reline trashcans, last-minute cleanup, rake leaves, etc.)

☐

Post-Event Cleanup (required for all events with trashcans):

☐

Dumpster/Roll-Offs:

_____ How Many

☐

Pressure Washing: Dates & times

List Details Below

☐Standby Groundskeeper
(On-site):

List Details Below

☐**4. DIAGRAMS - Diagrams are needed for all Events. Events Planning will assist you with your diagram, if needed.****Diagrams are required four weeks in advance FOR ALL EVENTS by the Safety Office and Fire Marshall.**Diagrams Requested: (McCarthy Quad,
Founders Park, Median, Tommy Trojan??)

5. ELECTRICAL REQUESTS (Diagram required) - \$62.70 per hour

Check if SERVICES REQUESTED: →

☐Electrical requests must be accompanied by information on the **wattage/amps** of the equipment being used: Please list below.

Example - Oven - 30 amps, TV's - 10amps, sound equipment - 30amps, etc. ALSO, check with your caterer on their needs.

Electrical Circuits: (120V - 20amp Circuits (installed with cords))	_____ How Many List Location/s	<input type="checkbox"/>
Electrical Cord Rentals: (Available in 25', 50' and 100')	_____ What size _____ How Many	<input type="checkbox"/>
Lights Off/On (diagram required):	List Times on/off	<input type="checkbox"/>
Spider Box: (may also require cable ramps) *limited locations*	Provides <6> - 20amp Circuits List Locations	<input type="checkbox"/>

6. FMS EQUIPMENT RENTALS - See "Equipment Rental Price List" Tab of this spreadsheet (left bottom) for more information on pricing.**7. VENDOR**

Check if SERVICES REQUESTED →

☐*****NOTE*** - If you are using an outside vendor to supply your equipment rentals, the Company Name and Contact must be listed (**Required**) or your event will not be scheduled.**

*****YOUR FORM WILL BE RETURNED WITHOUT THIS INFORMATION*****

Company:

Contact Name:

Telephone #:**8. FOUNTAIN REQUESTS - \$62.70 per hour**

Check if SERVICES REQUESTED →

☐

Fountain On:	Date On: _____	Time: _____
Fountain Off:	Date Off: _____	Time on: _____
Fountain Turned Down to Low:	Date: _____	Time to normal: _____
Which Fountain(s) (Crocker Plaza, Doheny Fountain, Hahn Plaza, ?)		

9. HEAVY EQUIPMENT (removal of bike racks, concrete benches, part benches, etc) - \$33.00 per hourCheck if SERVICES REQUESTED: ☐Removal (DPS approval AND posting of racks & bollards required [**must be posted one week prior to event**]): Diagram Required

Date:

Time:

Return bike racks or bollards:

Date:

Time:

Description & diagram of items to be removed with their exact location:

Bike posting & bollard removal: Contact DPS at 213-740-6000

10. SPRINKLER SHUT OFF - \$40.70 per locationCheck if SERVICES REQUESTED: ☐

Location(s) - Be Specific: (Median, E.side of Alumni Park, S.side of McCarthy)

Turn Off:

Date:

Time:

Turn Back On:

Date:

Time:

NOTE: Please take into consideration your set-up and break-down time.**11. SPECIAL SERVICES (banner hanging, move jobs, room set-up) - \$33.00 per hour**Check if SERVICES REQUESTED: ☐

Banner Hanging:

along with size of banner(s)
Below☐

Moves (Furniture, boxes, equipment, etc.):

List Details Below

☐

Room Set-Up:

List Details Below

☐

List any other needs/ information:

Based upon your request, an EVENT ESTIMATE will be emailed to you with costs for confirmation. After approval, an EVENT INVOICE will be sent to you with your final costs. A university requisition can be faxed to 213-740-9141, or a personal check (please make check out to Facilities Management Services) or cash can be brought to:

Facilities Management Event Planning
3450 S. Vermont Ave. FPM Building
L.A. CA. 90089-2590

Last minute requests (less than 48-hours will include an additional late fee charge of \$75.00.)

Requestor Signature:

Date:

Event Name _____

Date of Event _____

*Please provide a 3-hour window to avoid added delivery or pickup charges, otherwise, additional fees may apply. In addition, have someone available to sign for your delivery. Standard working hours are 7AM - 5PM Monday - Saturday.

*Additional fees apply to after-hours and Sunday deliveries/pickups.

*Customer is responsible for any missing items at pickup, all missing items are added to your invoice after the fact.

*Can't find what you're looking for? Additional items and sizes are available upon request.

Equipment DROP-OFF location, date, time:

Equipment PICK-UP location, date, time:

RENTAL ITEMS	COST	QTY	ADDITIONAL NOTES
Chair - Bar stool (Black)	\$8.95		
Chair - Bar stool (Natural)	\$9.64		
Chairs - Samsonite plastic folding	\$1.23		Tie-wraps required for over 299 chairs set up
Chairs - White wooden folding - White or Black	\$2.31		
Tables - 30" tall cocktail 42" high	\$10.35		
Tables - 36" tall cocktail 42" high	\$10.35		
Tables - round tables 30" round seats 4	\$8.22		
Tables - round tables 36" round seats 6	\$8.22		
Tables - round tables 54" round seats 8	\$8.22		
Tables - 60" round table seats up to 10	\$8.83		
Tables - 6' x 30" long seats 6 to 8	\$7.87		
Tables - 8' x 30' long seats 8 to 10	\$7.98		
Linens - 6' table (Circle color choice)	\$12.74		Black Cardinal Gold White Other: (specify)
Linens - 8' table	\$17.02		Black Cardinal Gold White Other: (specify)
Linens - 36" round cocktail tables	\$17.02		Black Cardinal Gold White Other: (specify)
Linens - 48" round table	\$11.54		Black Cardinal Gold White Other: (specify)
Linens - 60" round table	\$17.02		Black Cardinal Gold White Other: (specify)
Linens - 120" (for 30" cocktail tables)	\$17.02		Black Cardinal Gold White Other: (specify)
Trashcans - Recycle cardboard containers w/ lids	\$5.50		Recycle your bottles and cans
Trashcans - White Cardboard	\$6.75		
Trashcan liners	\$0.55		
Sandbags - Black double bags	\$3.96		
Sign standards - White wooden 6' high	\$5.00		← If not at specified pickup location, additional charges will incur
Barricades - 7' 3"	\$20.39		
Canopies - 10' x 10' no walls	\$81.35		Canopies over 400 sq.ft. require LA City Permit
Canopies - 10' x 15' no walls	\$150.54		
Easels (Aluminium)	\$17.12		
Cable Ramps - 3-ft section (for spider box)	\$19.80		Required for cables running across any walkway
Electric Spider Box *does not include installation*	\$85.00		6-20 amp circuits, requires cable ramps & barricades
Electrical Extension Cords			(\$12.00 for 100'), (\$9.00 for 50'), (\$6.00 for 25'),
Fencing - Chain Link in 10 ft sections, 6' or 4' high.	\$1.90		Price is per foot - mandatory for events serving alcohol
Fencing - White Picket Fencing in 6' sections	\$17.70		
Fire Extinguisher	\$17.60		
Flags	\$15.00		(California and US available.)
Flag Stands	\$5.00		
Hose and Spigot	\$5.00		Plus delivery and hook up charge
Lights - Triple R-40 theatrical pole light (1.5amp ea)	\$88.09		10' tall (Velon to wrap the pole) - additional \$13.27
Lights - R40 theatrical flood light w/clamp	\$25.63		Includes gel covers for different color lighting
Lights - 500 watt quartz flood lights	\$32.03		
Podium - standard wooden	\$45.00		
University Podium with seal	\$50.00		Customer must provide a signature during delivery, and pickup
Stages - 4' x 8' x 12" or 24" high	\$50.60		*stages over 30" high require L.A. City permit*
Stages - 6' x 8' x 12" or 24" high	\$146.33		
Umbrellas - 7' white Garden with concrete base	\$11.90		
Umbrellas - 9' white octagon Market w/ concrete base	\$51.35		
Umbrellas - 11' white square Market w/ concrete base	\$68.46		