

## FACILITIES EVENTS PLANNING CHECKLIST 2016

**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 1 ½ times the regular rate.

**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 items upon pick up are the responsibility of the customer, and charges will be added to your invoice after the event.

**IN ADDITION:** *Damages to the hardscape, landscape or other is the responsibility of the signee below and will be added to your invoice after the event.*

Updated 6.12.15

**UPC/HSC Facilities Events Planning:**

Phone Number: 213-740-3361

Facilities Event Fax: 213-740-9141

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

Email: fms-evtp@usc.edu

### EVENT INFORMATION - \*Required

Name of Event: \* \_\_\_\_\_

Event Permit Number: \* \_\_\_\_\_

Location(s): \* \_\_\_\_\_

Date(s) of Event: \* \_\_\_\_\_

Event Description: \* \_\_\_\_\_

Number of Attendees : \* \_\_\_\_\_

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

1. AIR CONDITIONING/HEATING (Indoor Facilities) <i>For informational purposes only</i>		"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 \$402.60 will apply for calls that are made the day of the event to adjust temperature.			
LOCATION(S): <i>Be specific (Building name and room number, lobbies, floors, etc...) *If multiple locations, please specify*</i>			

2. CUSTODIAL SERVICES (Indoor Facilities, Classrooms, Restrooms) \$28.60 per hour			"X" if Services Requested →	
	Date(s)	Time(s)	Specific Location(s)	
Pre-Event Clean-up: (floor care, dusting, etc.)				
Post-Event Clean-up: (required for indoor events with trashcans)				
Scheduled Restroom Cleanup: (cleaning and restocking on a scheduled basis)				
Standby Custodian: (On-site at all times)				
Rooms and/or Restrooms being used:				
Please list other Custodial needs/information below :				

3. LANDSCAPE/GROUNDS REQUESTS (Outdoor Areas/Services) \$34.10 per hour				"X" if Services Requested →	
		Date	Time	Specific Location(s)	
Pre-Event Clean-up: (Wash down, reline trashcans, rake, etc.)					
Post-Event Cleanup (required for all events with trashcans)					
Dumpster/Roll-Offs:	Amount:				
Vehicles/equipment to be driven or parked on grass???					
NOTE: FOR ALL VEHICLES/EQUIPMENT DRIVEN ON GRASSY AREAS: GRASS MUST BE PROTECTED WITH PLYWOOD. ALL DAMAGES WILL BE BILLED BACK TO CUSTOMER AFTER THE EVENT.					

**4. DIAGRAMS** – Diagrams are needed for all Events. Events Planning will assist you with your diagram, if needed.

**ALL EVENTS : Diagrams are required 2-weeks in advance by FMS, the Safety Office and the LA Fire Marshall OR your event WILL NOT BE ABLE TO TAKE PLACE – CALL Fire Safety, 213-740-5527**

**Diagrams Requested:**

(McCarthy Quad, Founder's Park, Trousdale)

Did you send your diagram to the Fire Safety Office? Yes No (please circle one)

**5. ELECTRICAL REQUEST ( Location Diagram required)**

**\$67.10 per hour**

"X" if Services Requested



**NOTE: Please make sure all of your electrical needs are listed, including catering needs, lighting, camera equipment, special sound equipment, fans, heaters, and any other items that may need electrical.**

	Amount	Location	Size
<b>Electrical Cord Rentals:</b> (Available in 25', 50', and 100')			
<b>Electrical Circuits:</b> (120V – 20 amp Circuits installed with cords)	Amount	Location	
<b>Special Lighting (list wattage):</b> (Diagram required on locations)	Time ON	Time OFF	Location
<b>Spider Box:</b> (May also require cable ramps) *Limited Locations*	Amount	Location	

**6. FMS EQUIPMENT RENTALS**

(See "Equipment Rental Price List" on last page for more information on pricing)

**7. VENDOR**

"X" 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	Company Contact Name	Phone Number
1			
2			
3			

8. FOUNTAIN REQUESTS \$67.10 per hour				"X" if Services Requested —————→	
Fountain ON	Date	Time ON	Time OFF	Fountain Name	
Fountain OFF	Date	Time OFF	Time ON	Fountain Name	
Fountain Turned Down to Low:	Date	Time ON	Time OFF	Fountain Name	

9. HEAVY EQUIPMENT (Removal of bike rack, benches, etc.) \$39.60 per hour			"X" if Services Requested —————→	
<b>Removal</b> (DPS approval AND posting of racks & bollards required)  <i>Must be posted one week prior to event or items will not be removed.</i> <i>*Diagram Required*</i>	Date	Time	Location – How many?	
<b>Return</b> (Of removed items)	Date	Time	Location	

**Bike posting & bollard removal: Contact Lt. Heckelman, DPS at 213-740-6000**

10. SPRINKLER SHUT OFF \$42.90 per hour			"X" if Services Requested —————→	
Event Set-up	Date	Time	Location/s (Be Specific) if multiple, list each	
Event Breakdown				

**NOTE:** Please take into consideration your set-up and break-down time.

<b>11. SPECIAL SERVICES</b> (Banner hanging, move jobs, room set-up) <b>\$34.10 per hour</b>				"X" if Services Requested —————→
<b>Banner Hanging:</b>	<i>Date</i>	<i>Time</i>	<i>Size</i>	<i>Location (Be Specific)</i>
<b>Moves:</b> (Furniture, boxes, equipment, etc.)	<i>Date</i>	<i>FROM</i>	<i>TO</i>	<i>ITEM</i>
<b>Room Set-up:</b> (Please list details below) (Provide diagram)	<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 questions or concerns.				

### METHODS OF PAYMENT (PAYMENT MUST BE MADE WITH AN "ESTIMATE PR")

- **NO** Paper Requisitions: Payment must be entered in Kuali. Our Service Center # is "571" and the object code is 20230 – Please include the Project Number and Project 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).
- **We do not accept Credit Cards or ATM Cards.**

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

**\*\*OUR POLICY IS THAT YOUR EVENT MUST BE PAID WITHIN 48 HRS. OF THE DATE OF EVENT, OR THE EVENT WILL BE CANCELED\*\* REQUESTOR IS RESPONSIBLE FOR PAYMENT.**

PLEASE INITIAL \_\_\_\_\_

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

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

# EQUIPMENT RENTALS

**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 delivery hours are 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.

\*Any deliveries with missing equipment must be called in immediately to 213-740-3361 and reported or credit/s will not be given.

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

**\* This part of the form must be entered for all deliveries or your event will not be processed.**

	<b>*Date</b>	<b>*Time</b>	<b>*Location</b>
Equipment DROP-OFF :			
Equipment PICK-UP:			

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	\$2.31						
Chairs – Black wooden folding	\$3.36						
Tables – 30" x 42" (h) tall cocktail	\$10.35						
Tables – 36" x 42" (h) tall cocktail	\$10.35						
Tables – round 30" seats 4	\$8.22						
Tables – round 36" seats 6	\$8.22						
Tables – round 54" seats 8	\$8.22						
Tables – round 60" seats up to 10	\$8.83						
Tables – 6' x 30" seats 6 – 8	\$7.87						
Tables – 8' x 30" seats 8 – 10	\$7.98						
<b>Choose Color for Linens</b>			<b>Black</b>	<b>Cardinal</b>	<b>Gold</b>	<b>White</b>	<b>Other (Specify)</b>
Linens – 6' table	\$12.74						
Linens – 8' table	\$17.02						
Linens – 36" round cocktail tables	\$17.02						
Linens – 48" round tables	\$11.54						
Linens – 60" round tables	\$17.02						
Linens – 120" (for 30" cocktail tables)	\$17.02						
Barricades – 7'3" long	\$20.39						
Canopies – 10' x 10' no walls	\$81.35		All Canopies totaling over 400 sq. ft. require LA City Permit. Must have 3 weeks' notice.				
Canopies – 10' x 15' no walls	\$150.54						
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 – Chain Link in 10' Sections 6' high	\$1.90		Price per Foot – Mandatory for events serving alcohol				
Fencing – Chain Link in 10' Sections 4' high	\$1.90		Price per Foot – Mandatory for events serving alcohol				
Fencing – White Picket Fencing in 6' Sections, 4' high	\$17.70						
Lights – Triple R40 Theatrical Pole Light (1.5 amp)	\$88.09						
10' Tall Velon R40 Theatrical Pole Light Wrap	\$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						
Stages – 4' x 8' x 12" w/ turf	\$74.22		*Stages over 30" high require LA City Permit*				
Stages – 6' x 8' x 12"	\$146.33		(Skirting not included)				
Stages – 4' x 8' x 24" w/turf	\$74.22		(Skirting not included)				
Stages – 6' x 8' x 24"	\$146.33		(Skirting not included)				
Umbrellas – 7' White Garden w/ Base	\$18.02						
Umbrellas – 9' White Octagon Market w/ Base	\$51.35						
Umbrellas – 11' White Square Market w/ Base	\$68.46						

## FACILITIES RENTAL ITEMS

**\*All Items require a minimum delivery fee of \$55.00\* during regular working hours of 7AM - 5PM Monday - Saturday, with 2-HR window. Last Minute, Timed delivery or Before/After hour fees apply.**

FMS Metal Barricades (bike barricades)	\$15.75		Includes regular delivery from Monday -Saturday, 8AM-5PM with 2HR. - 3HR. window.
FMS Chain Link Fencing (4ft, 6ft,) (plus tax)	\$1.90/ft.		<b>Price per Foot</b> - Mandatory for events serving alcohol. Wind-screen available upon request.
FMS White Plastic Fencing in 10' Sections, 4'high (plus set up)	\$16.50		
FMS Flags USA and/or California (plus delivery)	\$15.00		
FMS Flag Stands (plus delivery)	\$5.75		
FMS Hose and Spigot	\$10.00		Plus delivery and hook up charge / only where available
FMS Standard Wooden Podium (no seal) (plus delivery)	\$60.00		
FMS Wooden Podium (with seal) (plus delivery)	\$75.00		
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 with lids (plus delivery)	\$7.85		1-20 trashcans - \$55.00 Delivery Requires cleanup/disposal after event
FMS Trashcans, Small, White Cardboard (plus delivery) - good for interior rooms.	\$4.50		1-20 trashcans - \$55.00 Delivery charge
FMS Sign Standards - White wooden 6' high (plus delivery)	\$6.00		1-20 standards \$55.00 <b>If not at specified pickup location, additional charges will incur</b>
FMS Electrical Spider Box ( 50amp - provides 6-20 amp circuits) * (Plus hook-up fee)	\$85.00		Additional charges for 50-AMP. cables and cable ramps
Electrical Extension Cords (plus delivery)			(\$15 for 100'), (\$12 for 50'), (\$10 for 25')
FMS Electrical Cable Ramps (for spider box cables)	\$16.50		Plus installation
FMS Electrical 50 amp Cables (for use with spider box)	\$19.50		Plus installation
Porta Potties - Regular, VIP			Call for quote