

# USC ALUMNI CENTER

## *Event Guide*

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*A reference guide for planning a  
successful meeting, conference or social  
event at the USC Alumni Center.*

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**Rental Use Terms and Conditions**

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# WELCOME!

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On behalf of our entire hospitality team, we look forward to helping you plan and host a successful and unforgettable event at the USC Alumni Center.

Once your Event Space License Agreement is confirmed, an Event Coordinator will work with you and assist in planning the event details from start to finish. As each event is unique, please reach out to your designated Event Coordinator on specific needs or if your event needs change.

**Per Item 7 in the USC Alumni Center Space License Agreement, this Event Guide contains venue rental terms and conditions applicable to hosting events in the Alumni Center. Please review it in detail. As the event host, you are required to share the information in this event guide with your decorators and other vendors to ensure all terms and conditions are adhered to.**

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## ACCESSIBILITY

The Alumni Center is built to make our guests' experience enjoyable and comfortable for everyone. All public areas are ADA and wheelchair user accessible. Please advise your Event Coordinator of any special considerations 30 days prior to your event.

The Alumni Center has one street level entrance to the building off of Senate Street and three automatic ADA doors that leads in to the main lobby. A wheelchair ramp from the street level to the main entrance is located on Senate Street. Two guest elevators are located on all levels and the entrances to restrooms and doorways are wide to allow for easy passage. The restrooms have a wider stall area, handrails, automatic faucets and hands-free towel dispensers. Fully accessible drinking fountains can be found on the first and second floors.

Special needs guests are welcome to bring trained service animals that are covered under the ADA guidelines into the Alumni Center.

## ADDITIONAL RENTAL HOURS

If additional venue rental hours are needed beyond the six hour block for Monday – Friday events or the 12 hour block for Saturday – Sunday events, the rental fee is \$200 per hour. This fee is discounted to \$600 total (\$100 per hour) if six or more hours are needed.

## ALCOHOL SERVICE

The South Carolina Department of Revenue, Alcohol and Beverage Licensing regulates alcohol and beverage services. As the licensee for the Alumni Center, Southern Way Catering is the contact for all alcohol service. Customer or self-bartending is not permitted. Individual alcoholic beverages may not be brought onto the premises from outside.

If your event includes alcohol service there must be law enforcement present, arranged through your Event Coordinator, and **bar service must end 30 minutes prior to the contracted event end time**. One commissioned officer is mandatory for every 200 guests. Law enforcement personnel must be present 15 minutes prior to the event start time and remain until all guests have vacated the premises.

Other events may require the necessity of law enforcement as deemed necessary by the Alumni Center events team. The customer is responsible for this expense.

The use of non-commissioned security officers may also be required to assist with managing the flow of people, supporting ID checks and other activities.

In accordance with state regulations, we reserve the right to request a photo ID of any person to verify their age and to refuse service to underage and intoxicated persons. Alcoholic beverages may not be removed from the premises. Consumption of alcoholic beverages is limited to persons 21 years of age or older.

## AUTHORIZED AREAS

Customers have access to the space specified in their rental agreement. Customers and guests are not permitted to access other areas or office spaces throughout the building, including the front desk reception area. Computers, telephones and other equipment in office areas and at the front desk are not available for customer or guest use. The customer is responsible for keeping their guests within the authorized contracted areas.

## BILLING

Reserving space at the Alumni Center requires a deposit of 50% of the total rental amount due, or the full rental amount can be paid in advance. Payments can be made with cash, check or credit card. USC campus partners can pay by intra-institutional transfer.

**The balance of the rental fee is due 30 days prior to the event date.** Any fees not received when due may result in cancellation of the rental. Changes to an existing contract resulting in additional fees must also be paid before the event date.

A separate damage deposit check may be required 14 business days prior to the event, based on the size and details of the event. The damage deposit check will be held and returned if the rental policies are followed as stated in this guide, and the building, furnishing, fixtures and equipment are not damaged.

## BUSINESS HOURS

The Alumni Center is open during the normal business hours of 8:30 a.m. to 5:00 p.m. Monday through Friday. It is available for event use daily from 7:00 a.m. to midnight. This availability may be adjusted upon approval. Weekends require a minimum space rental.

## CANCELLATION OF RENTED SPACE

The rental deposit is non-refundable. Please refer to your Event Space License Agreement for the cancellation policy and contact your Event Coordinator for questions or clarification.

## CANDLES

Candles are permitted in the Alumni Center as long as they are secured in a nonflammable solid holding device and protected by an enclosure. The flame tip from the candle must be maintained at a minimum of two inches below the top opening of an enclosure such as a hurricane glass holder.

When used as part of a decoration or centerpiece, the flame of the candle must not be within six inches of cut fresh foliage, or within 12 inches of dry foliage or other potential combustibles at any time.

## CATERING

All food and beverages must be supplied by Southern Way Catering. Outside food must not be carried in the building or a fee will be charged. For events requiring catering services, a separate catering agreement will be executed with Southern Way. Event add-ons such as table linens, staging, projector and screen, etc., are added to the final catering invoice. Refer to your Event Space License Agreement for more information.

## CHANGEOVERS AND ROOM FLIPS

One event set-up is included in the venue rental fee. Your Event Coordinator will provide a floor plan of this set-up for your approval prior to the event day. An additional fee may be incurred for events requiring room flips or changes to the event layout once approved and set.

## CHILDREN

Children are welcome at events being held in the Alumni Center. If the child is under 18 years of age, he/she must be under the supervision of a responsible adult at all times.

## COAT CHECK AND RACKS

Portable self-service coat racks will be located near your event space during inclement weather upon request. A staffed coat check service can be arranged through your Event Coordinator at an additional fee. The Alumni Center is not responsible for items left in the coat rack area.

## CUSTOMER

The Customer is defined as the party that signs and executes the USC Alumni Center Event Space License Agreement (the contract).

## DELIVERIES

The Alumni Center is not equipped to store event items; therefore we cannot receive shipped or mailed items prior to move-in of more than 72 hours. Shipments and mailings received within 72 hours of the event must be clearly marked with the following on each package:

USC Alumni Center  
900 Senate Street  
Columbia, SC 29201  
Customer Name  
Event Name  
Event Date

It is the sole responsibility of the customer to make all arrangements for load out of items including packing, labeling and contacting the mailing or shipping company to schedule pick-up. Any items left behind will be considered lost and found. Packages are subject to opening if not properly labeled with the event name and date.

## DIRECTIONS TO THE ALUMNI CENTER

### From the Charlotte Area

Take I-77 South to Columbia, and then take Exit 18 to merge onto SC277 South. Continue for 8 miles onto Bull Street. Turn right onto Gervais Street. Turn left onto Lincoln Street. The Alumni Center is one block ahead.

### From the Greenville Area

Take I-26 East to Columbia. Continue onto I-126, taking a right toward Huger Street and merging on to Huger Street. Turn left onto Gervais Street. Turn right onto Lincoln Street. The Alumni Center is one block ahead.

### From the Charleston Area

Take I-26 West to Columbia. Take Exit 115 and merge onto Charleston Highway toward Cayce. Continue 6 miles and turn left onto Huger Street. Turn right onto Gervais Street. Turn left onto Lincoln Street. The Alumni Center is one block ahead.

## DISCOUNTS

UofSC Alumni Association Annual and Life members are eligible for a 5% and 10% discount, respectively, on the room rental rate. **The member must be the customer signing the rental agreement, and must be present at the event**, in order to qualify for the discount. University of South Carolina departments, faculty and staff also qualify for a 10% rental rate discount. Non-profit 501(c)(3) organizations receive a 5% discount.

## DOWNSIZING

Occasionally an event's attendee count doesn't quite meet expectations and you might wish to move to a smaller room. This request will be accommodated if at all possible; however, the total venue rental fee listed on the Event Space License Agreement still applies.

## ESTIMATE OF EXPENSES

Your Event Coordinator will prepare an estimate of applicable event and ancillary charges for review and approval. If the final event specifications change, an updated estimate will be provided.

## FOOD AND BEVERAGE SERVICE

All catering, snacks, food and beverage services are provided exclusively by Southern Way Catering. No outside food or beverage is permitted on the premises. Your Event Coordinator will assist you with menu selections, payment policies, guest count guarantee and day-of presentation. A guaranteed attendance number for all catered food and beverage functions is required 14 days prior to the event. This number can be increased up to 72 hours before the event, but it cannot be lowered.

## FURNITURE

Use of the Alumni Center's soft seating and furniture in common areas is not allowed for events and meetings. All existing furniture is to remain in place, including artwork on the walls and the baby grand piano in the lobby. Customers wishing to use the piano should let their Event Coordinator know. Common area greenery cannot be moved for use in venue space. Ballroom banquet chairs are not available for outside use.

## INSURANCE

Based on the event details, a Certificate of Insurance may be required. The certificate, proving commercial general liability with a minimum combined single limit of one million dollars (\$1,000,000), must name The University of South Carolina Alumni Association and USC Alumni Center Corporation as additional insureds.

## INTERNET, WI-FI AND NETWORKING

Complimentary wireless and hard-wired Internet access is available to guests in the Alumni Center. Please refer to Page 26 for more information or contact your Event Coordinator.

## **LOAD IN AND LOAD OUT**

All items being brought in to the facility must come through the main loading dock on Senate Street. The loading area has two bays and drive-in access. The drive-in overhead door is 11' wide and 12'8" high. The access door from the service bay is 5'7" wide and 6'11" high.

The Alumni Center also has a service elevator to access the 2<sup>nd</sup> and 3<sup>rd</sup> floor rentable rooms. The elevator limits and dimensions are:

Weight Limit: 3,500 pounds

Door Dimensions: Height = 7' Width = 3'6"

Inside Elevator Car Dimensions: Height = 7'5" Width = 6'6" Depth = 5'6"

Due to commitments to other events and building requirements, the bays and load-in areas may not be available at all times. Customers and vendors should coordinate load-in and load-out needs with their Event Coordinator.

Vehicles cannot park in the loading area at any time. The loading area is available for active unloading and loading only, and vehicles must be removed immediately when loading or unloading is complete.

## **LICENSE AGREEMENT**

The USC Alumni Center Event Space License Agreement is a binding agreement between the University of South Carolina Alumni Association and the customer executing the terms of the agreement. It is also referred to as your event rental contract.

## **LICENSES AND PERMITS**

The customer is responsible for obtaining all licenses, permits and approvals from the appropriate regulatory boards that may be required for the event. The costs of these licenses or permits are the customer's responsibility. The Alumni Center and Southern Way Catering operate under its own liquor license.

## **LINENS**

The USC Alumni Center provides tables without linens. Linens must be rented or customers are welcome to supply their own linens. The Event Coordinator can assist with this event detail.

## **LOBBY SPACE**

The Alumni Center lobby serves as an entrance and exit area for guests, Alumni Association employees, and members of the public; therefore, it is not a rentable space unless the full building has been rented. Portions of the space may be used as needed for registration and limited exhibits as approved by Alumni Center staff. An additional fee may be incurred.



## **LOST AND FOUND**

Every effort is made to ensure that lost belongings are handled effectively to provide the best possible opportunity for the items to be returned to its owner. All items turned in to the registration area or lobby reception will remain there until the end of the event, at which time the customer may decide to turn it over to the Alumni Center. All lost and found items will remain at lobby reception. Those not claimed will be disposed of at the sole discretion of the Alumni Center. This includes items left behind from events. Inquiries regarding lost and found items should be directed to the Alumni Center at 803-777-2586.

## **MEDIA**

If your event is expected to attract media attention, please advise your Event Coordinator so they can collaborate with the Operations Director and explain the options available for live remotes, taping, additional lighting, etc., that may be requested.

## **OPERABLE AIRWALLS**

Sound absorbing partition walls divide the Grand Ballroom in to four separate sections, each with its own doorway. These walls can be moved to allow for various room configurations needed for various sized events. Customers will receive the contracted space with the operable airwalls in place as predetermined on the approved event floor plan. Since the walls are electrically operated, they can be moved quietly with ease during an event if needed; however, strict safety guidelines must be followed and a fee may apply. Please consult with your Event Coordinator for more information.

## **PARKING**

Limited metered parking spaces are located in close proximity of the Alumni Center on Senate Street.

Parking is available in the adjoining City of Columbia-managed Park Street garage. The garage has two entrances: one on Park Street and one on Pendleton Street. For special event group parking arrangements, please contact the City of Columbia at 803-545-0287.

Valet parking or validated passes may be available for a fee and can be coordinated through your Event Coordinator. The Alumni Center does not guarantee parking and has no control over the availability of parking spaces or the cost to park.

Access to the Alumni Center from within the parking garage is on Level 2. This Alumni Center entrance is accessible from 8:30 a.m. to 5:00 p.m. Monday through Friday. It is also open during scheduled event times.

## **PHOTOGRAPHY**

Commercial photography and filming, inside or outside the USC Alumni Center, requires advance approval and scheduling through UofSC Alumni Association's communications department.

## RENTAL PERIOD

The event rental period is from 7:00 a.m. to 11:59 p.m. on the event's move-in day, event day, and move-out day. Event hours cannot be scheduled prior to or after this period without prior approval.

## RENTAL RATES

Rental rates are based on the space being requested and the day of the week: Monday through Thursday; Friday; and Saturday through Sunday. Common areas such as the first floor lobby are not rentable areas, and are open for all Alumni Center guests to access.

The venue rental fee includes access to the rented area and the use of restrooms during the reserved access times. Requests to enter the building prior to the reserved access times must be approved in advance and may incur an additional hourly fee. The customer must vacate the property when the reserved access time ends.

UofSC Alumni Association Annual and Life members are eligible for a 5% and 10% discount, respectively, on the room rental rate. The member must be the customer signing the rental agreement, and must be present at the event, in order to qualify for the discount. University of South Carolina departments, faculty and staff also qualify for a 10% rental rate discount. Non-profit 501(c)(3) organizations receive a 5% discount. Only one discount can be applied per event rental contract.

## RENTAL SPACE

The following areas are available for public use:

### Grand Ballroom

At 10,000 square feet, the ballroom features wood wall detailing, high ceilings and neutral colors. It accommodates up to 550 seated guests or up to 900 guests reception style. This versatile room also can be divided into four smaller event spaces.

Bordering the Grand Ballroom is a pre-function hallway and the Gamecock Patio, which provides unique pre-event space or an outside venue for smaller events. Rental of this space includes existing patio furniture.

### Robert V. Royall Presidential Dining Room

Named in recognition of the Honorable Robert V. Royall, Presidential Dining and its pre-reception lounge area can accommodate up to 80 seated guests or 115 guests reception style. Rental of the area includes a side terrace and existing soft seating in the lounge area.

### Conference Rooms

The Alumni Center boasts seven spacious and technologically advanced conference rooms. These spaces can accommodate from 10 to 25 guests.

#### **The first floor conference rooms are:**

Joy Carter Conference Room 1a

Richland Lexington Conference Room 1b

Dawn Staley Conference Room 1c

**The second floor conference rooms are:**

South State Bank Conference Room 2a  
Rose Wilkins Conference Room 2b  
Conference Room 2c

**The remaining conference room is on the third floor.**

The rental rate includes a specific number of hours the customer can access the room; one event set-up and breakdown; a limited number of round, banquet and cocktail tables; chairs; house sound; wireless microphone; access to complimentary WI-FI; and a podium with microphone that is available on a first-come, first-served basis.

## **RESERVING A ROOM**

The Alumni Center is an open venue available for use by the general public. Events and meetings must be reserved in advance with a signed rental contract and deposit. All reservations are made on a first-come basis, based on availability of space. With the exception of multi-day conferences and conventions, events cannot be contracted more than 14 months in advance.

To inquire about renting a room, customers can call 803-777-2586 or 1-800-476-8752; send an e-mail to [sales@pastidesalumnicenter.com](mailto:sales@pastidesalumnicenter.com); or inquire online at [uofscalumni.org](http://uofscalumni.org). Reservations are secured with a signed Event Space License Agreement and 50% deposit.

Student organizations, including Greek organizations, sanctioned by the University of South Carolina are welcome to utilize space in the Alumni Center, pending availability, and must obtain approval from the Sales Manager. These organizations are expected to follow all facility guidelines and policies as stated. Failure to uphold these guidelines will result in forfeiture of eligibility to reserve space for future events at the Alumni Center.

The facility cannot be used by groups for purposes other than stipulated in the venue rental agreement. The Sales Manager reserves the right to determine eligibility based on the type of group and the nature of the event.

## **ROOM CAPACITIES**

Room capacities will vary widely depending upon the specific function requirements and equipment utilized. Please discuss your proposed event with your Event Coordinator to ensure safe and appropriate allocation of space. Refer to the Room Capacity Chart on Page 30 for guidance.

## **SCHEDULING CONFLICTS**

Fall reservation dates are reviewed by January 31 of the year in which the event is scheduled to occur, and monthly thereafter as needed, to determine whether the reservation date conflicts with an unforeseen USC or Alumni Association event, such as USC Homecoming. Should a conflict arise, UofSC Alumni Association reserves the right to change the customer's reservation to a comparable space or mutually agreed upon alternate date where the customer event will not be in conflict with USC or Alumni Association events. Date change will be based on availability, and the USC Alumni Center may not be able to accommodate the requested date change. In the event UofSC Alumni Association changes a space reservation or is unable to accommodate the requested date change, the customer is not liable for cancellation fees.

## **SECURITY**

Law enforcement officers are required to be at events in which alcohol is served. The number of officers depends upon the number of guests, typically one officer for every 200 guests. The Alumni Center works closely with the Richland County Sheriff's Department and the City of Columbia Police Department. Your Event Coordinator must coordinate the officer(s). Law enforcement personnel must be present 15 minutes prior to the start of the event and remain until all guests have vacated your event. The cost of law enforcement is passed along to the Customer. Other events may require the necessity of law enforcement as determined by Alumni Center staff. The use of non-commissioned security officers may also be required to assist with managing guest flow and supporting ID checks.

## **SELF STICK EASEL PADS**

Self stick easel pads are available upon advanced request for an additional cost. Customers are welcomed to bring in their own pads and markers. Writing must be done on the paper while it is still on the pad, NOT on the paper once it is placed on the wall. Marker bleed-through will occur and ruin the wall covering. A fee will be charged to the customer to cover the full amount of the repair to the wall covering.

## **SMOKING**

The Alumni Center patios, driveway, sidewalks and surrounding green space is a non-smoking facility. All forms of tobacco, cigarettes, cigars, smokeless tobacco, pipes, e-cigarettes and vaping are prohibited. Customers are responsible for communicating the no-smoking policy to their guests.

## **SOUND SYSTEM**

The Alumni Center's sound system is designed for speech amplification, only. Event vendors such as bands, DJs, etc., must provide their own sound equipment. A power distribution box is available to rent for entertainment requiring multiple circuits. Please inform your Event Coordinator so your event requirements can be discussed.

## **TABLES AND CHAIRS**

Your rental includes a specific allotment of tables and chairs as stated in the Event Space License Agreement. If additional equipment is needed, a rental fee will apply. All equipment is based on availability at the time of your rental. See Page 31 for an easy-reference list.

## **TENTATIVE RESERVATION**

Tentative reservations, or rooms placed in a "hold" status without a paid deposit and/or signed rental contract, will be honored for two weeks. If the rental deposit and signed contract are not received by the end of this time period, the hold will be canceled and the space released for general booking.

## **TRASH**

The Alumni Center maintains several trash and recycling receptacles on each floor of the Alumni Center and encourages recycling throughout the building. Event trash is the responsibility of the customer. If additional or excessive trash removal is required, a charge may apply.

## **VENDORS**

All staff of an outside vendor must be professionally dressed and wear a nametag or branded shirt for identification. Vendors are required to set-up and tear down during the customer's contracted access times as specified in the rental contract, and follow the load-in and load-out instructions on Page 19 of this guide.

## **VENUE ACCESS**

Access to your rented space depends on the number of hours rented. For Monday through Friday events, the rental fee covers six hours of access. For Saturday and Sunday events, the rental fee covers 12 hours of access. These hours include the time needed for YOUR AND YOUR VENDORS' set-up and breakdown. The room will be set, according to your approved floor plan, by your access time. Additional venue access hours can be added to the rental for an additional fee of \$200 per hour, discounted to \$600 (\$100 per hour) if six or more hours are needed.

## **WATER FOUNTAINS**

The Alumni Center offers and recommends the use of water fountains. These filtered water fountains are located throughout the facility and offer guests the opportunity to refill their own water bottles.

## **WEATHER**

During times of inclement weather, the Alumni Center's practice is to remain open and conduct business as usual, even if the University of South Carolina closes. Every attempt is made to maintain normal business operations within the confines of what is safe for our guests and staff. Should adverse weather conditions arise that would make event operation and travel unsafe, our team will make the call to close the facility for event operations. In the unlikely event that we have to cease operations for a period of time, customers will be notified and staff will begin the process of rescheduling events.

For postponed or cancelled events, priority will be given in immediately re-scheduling your event on a mutually agreeable date and in the same contracted space. If the event must cancel and cannot be rescheduled, you have the option of (1) maintaining a credit on your rental account and applying it to a future event rental, or (2) terminating the rental agreement and receiving a rental fee payment refund.

## WEDDING RENTALS

Saturday and Sunday wedding ceremonies and receptions at the Alumni Center include up to 12 hours of room access ending at midnight; one conference room on the first floor; tables and chairs; a handheld wireless microphone; background music selections; and on-site event staff. Weekday wedding ceremonies and receptions include up to six hours of room access time.

A complimentary one-hour rehearsal can be requested for the day before the wedding, subject to that week's event schedule. The rehearsal might need to take place in an alternate room other than the one that has been reserved for the ceremony. The rehearsal time is not to be used for set-up or decorating. If needed, additional set-up time can be arranged through your Event Coordinator. An hourly fee will apply.

A complimentary 1.5-hour block of time can be requested for bridal photography at the Alumni Center. Contact your event coordinator to check availability and request a date/time.

A member of the Alumni Center Hospitality staff will be onsite for the duration of the wedding to confirm the room set-up, check in vendors, place signage, monitor microphone levels for toasts, and adjust lighting and room temperature as needed. It is the responsibility of the vendor and/or family member to set personal items and/or wedding décor. Alumni Center Hospitality will also have an event captain onsite to assist with food and beverage needs, and an assistant at the first floor reception desk.

The use of live music or sound amplification is subject to approval and must be cleared prior to the event. If a green room is needed for band members or other uses, a conference room must be rented.

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## **ADHESIVES**

No adhesives, tacks, nails, etc., can be used to affix items to doors, tables, walls, windows, floors, etc., in any Alumni Center location. Contact your Event Coordinator for approved options.

## **AUDIO VISUAL SERVICES**

The Alumni Center has several hand-held and lapel wireless microphones and two appropriately sized screens and projectors available to rent for use in the Grand Ballroom. For a price quote reflecting your specific event needs, please contact your Event Coordinator. A screen and projector is built in to the Presidential Dining Room and is included in that room's rental fee. The conference rooms also include monitors and connection cables for presentation use. If you choose not to use the Alumni Center's audiovisual services, you will be responsible for all AV set-up and operation for your event.

## **AUTHORIZED AREAS**

Customers have access to the space specified in the rental agreement. Customers and guests are not permitted to access office spaces throughout the building, including the front desk reception area. Computers, telephones and other equipment in office areas and at the front desk are not available for customer or guest use. The customer is responsible for keeping guests within the authorized contracted areas.

## **BANNERS AND SIGNAGE**

Signs, banners and posters may not be physically attached to any part of the Alumni Center or to any of the furnishing or fixtures without prior approval. Arrangements can be made to hang banners utilizing Alumni Center staff and equipment. Contact your Event Coordinator for detailed information.

## **BALLOONS**

All helium balloons must be tethered. Helium tanks must be secured to an appropriate stand.

## **CABLES**

All electrical or audiovisual cables must be secured with approved tape to conform to safety standards. Matting or cable trays may be required. Cables, matting and cable trays will be inspected by Alumni Center staff to ensure the installation is in compliance with safety standards,

## **CANDLES**

Candles are permitted in the Alumni Center as long as they are secured in a nonflammable, solid holding device and protected by an enclosure. The flame tip from the candle must be maintained at a minimum of two inches below the top opening of an enclosure such as a hurricane glass holder.

When used as part of a decoration or centerpiece, the flame of the candle must not be within six inches of cut fresh foliage, or within 12 inches of dry foliage or other potentially combustibles at any time.



## **DAMAGE, ALTERATION OR DEFACEMENT**

Damage to Alumni Center property is the responsibility of the customer, as is the cost necessary to clean, repair and/or replace any damages that occur throughout the course of the event. All repairs will be performed or contracted by Alumni Center staff. Damage must be reported immediately to Alumni Center staff.

All Alumni Center equipment will be set up and operated by Alumni Center staff, only. Holes may not be drilled, cored, or punched in to the facility.

## **DECORATIONS AND PROHIBITED ITEMS**

Decorations, signage or other items may not be taped, nailed, tacked, stapled, or otherwise fastened to ceilings, doors, walls, glass, columns, painted surfaces, fabric, or decorative walls. Cost to repair damage resulting from the improper or unauthorized installation of materials will be charged to the customer.

Painting of signs, displays, exhibits or other objects is not permitted inside or outside the facility.

Displays containing soil, peat moss, sand, topsoil, humus, or other landscaping materials, must have a protective barrier for the floor, such as plastic and carpet, or materials of similar strength.

The floor must be protected from stains. Watering must be controlled to eliminate leakage or seepage.

Tacks, nails, staples, wire, cable ties or adhesives such as tape or glue, must not be used on any surface, inside or out.

The Alumni Center does not allow straw, hay bales, rice, confetti, aerosol spray string or gum.

Flower petals, bubbles or birdseed may be used outside away from the building and patios to assure that none is tracked inside. Sparklers are permitted outside, only, and must stay behind the sidewalk bordering the Alumni Center. Disposing of ice or ice sculptures must be done in one of the kitchen sinks or on the breezeway gravel, not on any grassy or landscaped area.

All decorative materials must be flame retardant to the satisfaction of the Columbia Fire Marshal.

Any special holiday decorations in the Alumni Center should be left in place unless the customer has requested and paid for their removal and re-installation.

## **DECORATING VENDORS**

It is the customer's responsibility to ensure that their decorator is fully informed of the Alumni Center rules and regulations. The decorator is required to set-up and tear down within the rental access dates and times specified in the Alumni Center Event Space License Agreement.

No equipment, pallets or waste materials may be left after event move-out or the customer will incur a fee for removal and disposal.

Any damage, facility charges or other costs incurred by displays, decoration, or vendors are the responsibility of the customer.

## **DIGITAL SIGNAGE**

The Alumni Center offers in-house digital signage for branding and displaying custom content. The options include two monitors in the Grand Ballroom pre-function hallway and the Momentum Wall in the first floor lobby. Images and content must be submitted to your Event Coordinator on a thumb drive or e-mailed no later than 72 hours prior to the event. The content will be tested for the correct display and loaded the day of your event.

## **ELECTRICAL SERVICE**

Electrical services are supplied exclusively through the Alumni Center. Floor plans of the Grand Ballroom, showing the locations of electrical floor boxes, are available upon request.

Should an event need additional electrical support, it is the customer/decorator responsibility to submit a floor plan to the Event Coordinator with the designated utility requests no later than three weeks before the event. Additional labor and equipment charges will be incurred and an estimate provided to the customer for approval.

Events requiring an electrician must be made in advance; additional charges will apply.

## **EMERGENCY PROCEDURES**

In the event of an emergency, Alumni Center staff will coordinate fully with emergency agencies and event management to ensure the safety and best interest of the public, event attendees and staff. Emergency exit route signs are posted on each floor near the elevator. Please familiarize yourself with the nearest exit route. In the event of an emergency please notify the Alumni Center staff immediately.

## **EVENT MATERIALS**

The Alumni Center does not provide furniture, equipment or plants for event use. Per the fire code, materials brought in to the Alumni Center must not cover doors, windows, AEDs, fire extinguishers or exit signs when placed in the event space.

## **FIRE REGULATIONS**

Aisles and exits must be kept clean and free from obstruction. Any tables, easels, signs, chairs, etc., may not be placed in doorways or aisles.

All decorations, including but not limited to drapes, signs, banners, acoustical materials, moss, bamboo, plastic, cloth, fabric, linen, and similar decorative materials must not be flammable.

## **FLOOR PLANS**

One event set-up is included in the venue rental fee. The Event Coordinator will provide a floor plan of this set-up for approval prior to the event day. An additional fee may be incurred for events requiring room flips or changes to the event layout after it is approved and the room is set.

## **FOG, SMOKE AND LASER LIGHTS**

Fog machines, smoke effects or laser light shows will not be permitted without the express approval of the Alumni Center Director of Operations. The use of pyrotechnics is prohibited.

## **FURNITURE**

Use of the Alumni Center's soft seating and furniture in common areas is not allowed for events and meetings. All existing furniture is to remain in place, including artwork on the walls and the baby grand piano in the lobby. Customers wishing to use the piano for their event should let their Event Coordinator know. Common area greenery is not permitted to be moved for use in venue space. Ballroom banquet chairs are not for outside use.

## **LIGHTING LEVELS**

Lighting during ingress and egress will be at levels suitable for working. Lighting levels during event times can be arranged with your Event Coordinator. Any specialty lighting requests will require coordination with an outside professional lighting vendor and is at the customer's expense.

## **LINENS**

The USC Alumni Center provides tables without linens. Linens must be rented or customers are welcomed to supply their own linens. The Event Coordinator can assist with this detail.

## **LOAD IN AND LOAD OUT**

All décor items, including floral, being brought in to the facility by vendors must come through the main loading dock on Senate Street. The loading area has two bays and drive-in access. The drive-in overhead door is 11' wide and 12'8" high. The access door from the service bay is 5'7" wide and 6'11" high.

The Alumni Center also has a service elevator to access the 2nd and 3rd floor rentable rooms. The elevator limits and dimensions are:

Weight Limit: 3,500 pounds

Door Dimensions: Height = 7' Width = 3'6"

Inside Elevator Car Dimensions: Height = 7'5" Width = 6'6" Depth = 5'6"

Due to commitments to other events and building requirements, the bays and load-in areas may not be available at all times. Customers and vendors should coordinate load-in and load-out needs with their Event Coordinator.

Vehicles cannot park in the loading area at any time. The loading area is available for unloading and loading only, and vehicles must be removed immediately when loading or unloading is complete.

## LOST AND FOUND

Every effort is made to ensure that lost belongings are handled effectively to provide the best possible opportunity for the items to be returned to its owner. All items turned in to the registration area or lobby reception will remain there until the end of the event, at which time the client may decide to turn it over to the Alumni Center. All lost and found items will remain at lobby reception. Those not claimed will be disposed of at the sole discretion of the Alumni Center. This includes items left behind from events. Inquiries regarding lost and found items should be directed to the Alumni Center at 803-777-4111.

## OPERABLE AIRWALLS

Sound absorbing partition walls divide the Grand Ballroom in to four separate sections, each with its own doorway. These walls can be moved to allow for various room configurations needed for various sized events. Customers will receive the contracted space with the operable airwalls in place as predetermined on the approved event floorplan. Since the walls are electrically operated, they can be moved quietly with ease during an event if needed; however, strict safety guidelines must be followed and a fee may apply. Please consult with your Event Coordinator for more information.

## PARKING

Limited metered parking spaces are located in close proximity of the Alumni Center on Senate Street.

Parking is available in the adjoining City of Columbia-managed Park Street garage. The garage has two entrances: one on Park Street and one on Pendleton Street. For special event group parking arrangements, please contact the City of Columbia at 803-545-0287. The Alumni Center does not guarantee parking and has no control over the availability of parking spaces or the cost to park.

Access to the Alumni Center from within the parking garage is on Level 2. This Alumni Center entrance is accessible from 8:30 a.m. to 5:00 p.m. Monday through Friday. It is also open during scheduled event times.

## SHIPPING AND RECEIVING

The Alumni Center is not equipped to store event items; therefore we cannot receive shipped or mailed items prior to move-in of more than 72 hours. Shipments and mailings received within 72 hours of the event must be clearly marked with the following on each package:

USC Alumni Center  
900 Senate Street  
Columbia, SC 29201  
Customer Name  
Event Name  
Event Date

It is the sole responsibility of the customer to make all arrangements for load out of all items including packing, labeling and contacting the mailing or shipping company to schedule pick-up. Any items left behind will be considered lost and found. Packages are subject to opening if not properly labeled with the event name and date.

## SMOKING

The Alumni Center patios, driveway, sidewalks and surrounding green space is a non-smoking facility. All forms of tobacco, cigarettes, cigars, smokeless tobacco, pipes, e-cigarettes and vaping are prohibited.

## **STAGING**

A versatile stage platform is available as a rental item, giving customers the option of different size stages. Each stage rental includes a black-carpeted top, pleated skirting and steps with handrails. The leg supports can be adjusted for a stage height of 10 to 24 inches. Your Event Coordinator can suggest the correct size for your event.

## **VEHICLE INGRESS AND EGRESS**

Automobiles may be displayed in some areas around the Alumni Center based upon prior approval from the Alumni Center Director of Operations. Ingress and egress must be scheduled with your Event Coordinator.

## **VENUE ACCESS**

Access to the rented space depends on the number of hours rented. For Monday through Friday events, the rental fee covers six hours of access. For Saturday and Sunday events, the rental fee covers 12 hours of access. These hours include the time needed for YOUR AND YOUR VENDORS' set-up and breakdown. The room will be set, according to your approved floor plan, by your access time. Additional venue access hours can be added to the rental for an additional fee.

**SECTION 3 :: AUDIO VISUAL & TECHNOLOGY GUIDELINES**

Audio Visual Services .....	23	Lighting .....	24
Background Music .....	23	Parking .....	25
Conference Rooms.....	23	Photography .....	25
Conferencing .....	24	Power .....	25
Fog, Smoke and Laser Lights.....	24	Presidential Dining Room .....	25
Grand Ballroom .....	24	Sound System .....	25
Hanging .....	24	Video Display.....	25
Internet and WI-FI Network .....	24	Wifi.....	26

The Alumni Center has two portable projectors and screens available, as well as wireless hand held and lapel microphones with crisp house sound, to provide customers with quality audio and visual options. Some of this equipment is included with the venue rental for no additional charge; other items must be reserved and rented.

The projectors provide 5,000+ lumens for projection on to a 12-foot wide screen. The projector/screen combo can be placed anywhere in the Grand Ballroom. Rental of the projector and screen together includes equipment support and initial connection to a single customer-provided input device utilizing HDMI or VGA connections. Rental of both projector combinations allows for connection to a single input device or two separate devices as provided by the customer.

Technical support is available at an additional fee. The customer must provide specific adapters and cables to connect to HDMI or VGA. Audio connections are via a 1/8" male connector.

For rental pricing and detailed information reflecting your specific event needs, please contact your Event Coordinator. Additional items can be rented from other preferred vendors. It is the customer's responsibility to ensure that their vendors are fully informed of the Alumni Center rules and regulations. Vendors are required to set-up and tear down within the dates and times specified in the contract.

## **AUDIO VISUAL SERVICES**

Customers are allowed to bring their own screens and projectors. If you choose to provide your own, you or your vendor are responsible for AV set-up and operation. Advanced A/V support is NOT included and must be pre-arranged. For set-up of your provided equipment, you must adhere to your rental access times as listed on your contract (access to event space times).

Storage space for audiovisual equipment is the sole responsibility of the customer or vendor. Under no circumstances will the Alumni Center be liable for a customer's or vendor's lost, damaged, stolen or misused equipment brought onsite for use at an event.

A screen, projector, podium and microphone are built in to the Presidential Dining Room and are included in that room's rental fee. The conference rooms also include monitors and connection cables for presentation use.

## **BACKGROUND MUSIC**

Staff have the capability to plug your device in to the Alumni Center's house sound for background music, at no charge. Let your Event Coordinator know if you would like to use this feature.

## **CONFERENCE ROOMS**

All seven conference rooms are equipped with 80" wide screen monitors permanently mounted in the rooms. Connectivity to the monitor is via HDMI/VGA connections or wireless application. In-room audio is built-in to allow for presentations and voice lift.

Assisted listening devices are available for each room upon request. Conference rooms are equipped with built-in audio conferencing capability, available for an additional fee. Conference rooms 1A, 1C, 2A, 2C and 3A are also equipped with full video conferencing technology that is available for an additional fee.

Limited technical assistance is provided upon client arrival to assist with the connection of a single client input device such as laptop or other portable media player. An Alumni Center staff person will also provide an overview of the A/V system to familiarize you with the equipment for your own A/V control. Enhanced A/V support is available for an additional hourly fee and can be arranged with your Event Coordinator.

## **CONFERENCING**

Polycom videoconference and audio conferencing is available in some conference rooms. An Event Coordinator can schedule the use of both systems for your event. There may be a fee associated with use of this technology, at the discretion of the Alumni Center Director of Operations.

## **FOG, SMOKE AND LASER LIGHTS**

Fog machines, smoke effects or laser light shows are not be permitted without the express approval of the Alumni Center Director of Operations. The use of pyrotechnics is prohibited.

## **GRAND BALLROOM**

The Grand Ballroom has limited built-in technology. The primary system is house sound and includes wireless microphones and limited connectivity for soft audio enhancement components.

Two wireless handheld microphones and two wireless lavalier microphones are available for each one-third section of the ballroom.

A single wired connection is available per one-third section of the ballroom for connection to a laptop or other audio supported device such as iPod or tablet device. This connection may be used to provide soft background sound for events.

Limited support is available to the client upon arrival at no cost for initial volume adjustment and connections to the system. Enhanced support for continuous volume adjustment or other A/V needs is available for an additional cost and can be arranged through your Event Coordinator.

## **HANGING**

Customers and vendors are not allowed to hang any equipment from any structural element of the facility unless the Alumni Center Director of Operations has given prior permission.

## **INTERNET AND WI-FI NETWORK**

The Alumni Center offers hard wired and wireless Internet throughout its meeting spaces. For more information, contact your Event Coordinator.

## **LIGHTING**

The Grand Ballroom and Presidential Dining are equipped with lighting control panels on the wall that can be preset to accommodate most lighting needs.



## **PARKING**

The service bay area is for loading and unloading, only. Parking is not allowed. Please utilize the Park Street parking garage or street parking meters for any parking longer than unloading.

## **PHOTOGRAPHY**

Commercial photography and filming, inside or outside of the Alumni Center, requires advance approval and scheduling through UofSC Alumni Association's communications department.

## **POWER**

The Alumni Center offers 110v wall and floor outlets. For large power needs, an electrical distribution box is available to rent. Bands and DJs requiring more than two 20-amp circuits will need to rent this equipment to ensure they have adequate power supply. Customers are responsible for requesting additional power at least three weeks prior to their event.

## **PRESIDENTIAL DINING ROOM**

The Robert V. Royall Presidential Dining Room is equipped with a built-in widescreen projector and screen, and in-room audio system. The room is also equipped with a stationary lectern that houses the HDMI and VGA connections for the projector, and a boom microphone for voice lift. Handheld wireless and lavalier microphones are also available.

A connection is available for a customer-provided audio device to play background sound in the dining room. Audio conferencing and audio output are not available in this room.

An Alumni Center staff person will also provide an overview of the A/V system to familiarize you with the equipment for your own A/V control. Enhanced A/V support is available for an additional hourly fee and can be arranged with your Event Coordinator.

## **SOUND SYSTEM**

The Alumni Center features a state-of-the-art audio infrastructure. The conference rooms, ballroom and dining room provide distinct and ample audio levels for most events. Customers or their vendors are not allowed to attach any systems, microphones, speakers, instrument or cabling to the facility without prior permission from the Director of Operations.

## **VIDEO DISPLAY**

The Alumni Center can tailor the flat panel monitors in the Grand Ballroom pre-function hallway with your provided messaging or images. Properly formatted graphics must be provided no later than 72 hours prior to the event to allow time to test the images. This service is provided free of charge – an environmentally friendly alternative to printing additional signs, flyer and banners.

Two portrait-formatted displays are available per 1/3 section of the Grand Ballroom. Pre-function display graphics must be formatted to 2160 X 3840 in JPEG format. Multiple images can be utilized. This is equivalent to 31-3/4" inches wide by 56-1/4" high. Let your Event Coordinator know if you would like to display content on these monitors.

The Momentum Wall in the first floor main lobby also has a large display available for content or personalized Twitter feed. By providing a meeting or event hash tag, the Momentum Wall can be configured to populate tweets from your attendees.

The landscape formatted Momentum Wall is available on first-come first-served basis and requires a Grand Ballroom or Presidential Dining Room rental. There are two configurations:

- two panels high by 10 panels wide, single sized graphic formatted to 10,800 x 3840 in JPEG format. Multiple graphics are permitted and will transition accordingly.
- two panels high by six panels wide, single sized graphic formatted 6480 x 3840 in JPEG format and two panels high by four panels wide social media display. Multiple graphics are permitted and will transition accordingly. The social media section (2 x 4) is available for Twitter handles and hash tags. The customer must provide these in advance.

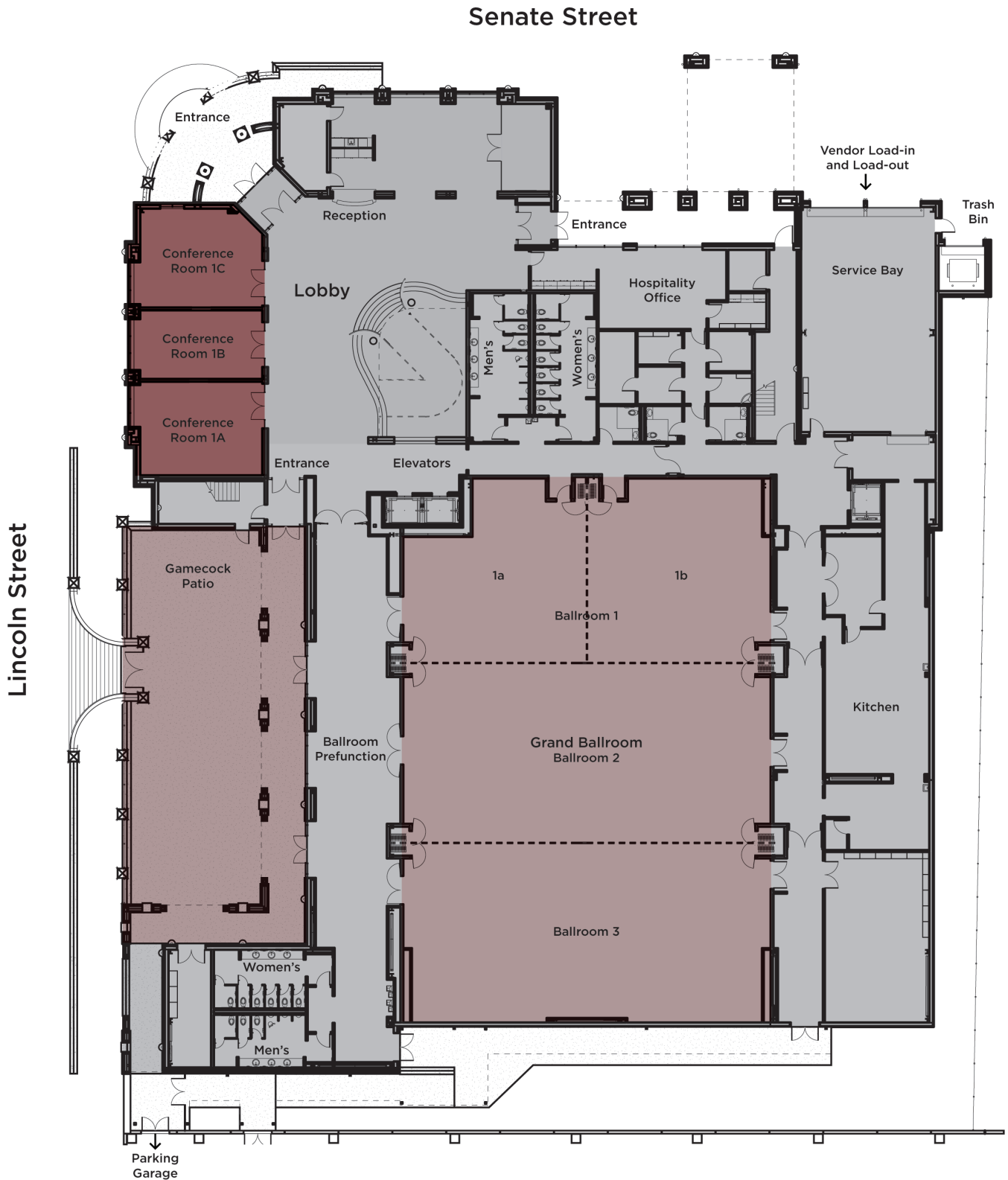
## **WI-FI**

The Alumni Center offers access to a complimentary shared WI-FI network. This network can be accessed by connecting to “USCGuest” in your list of networks.

## APPENDIX A – FLOOR PLANS

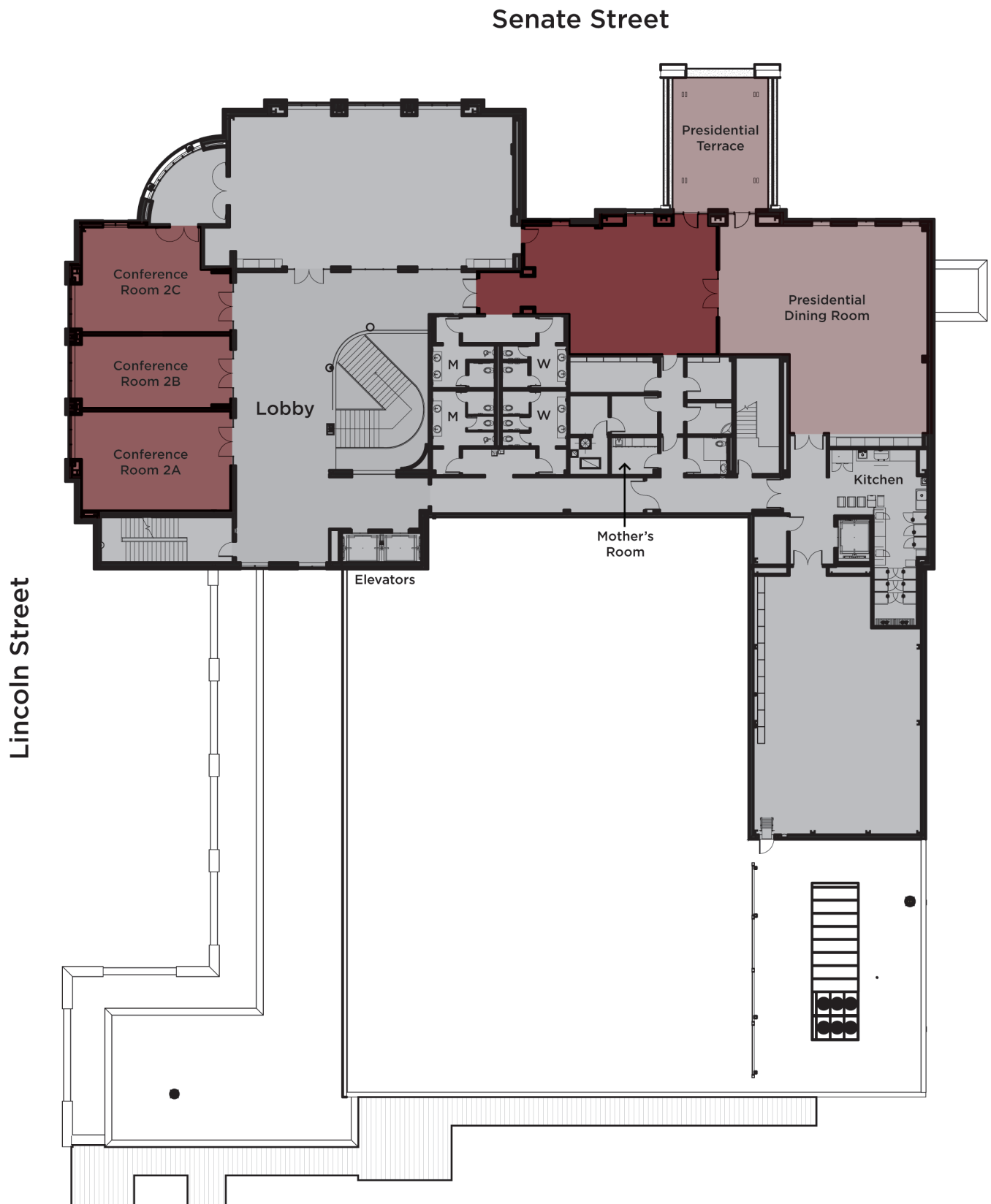
### FIRST LEVEL

\*Grey areas are non-rentable spaces.



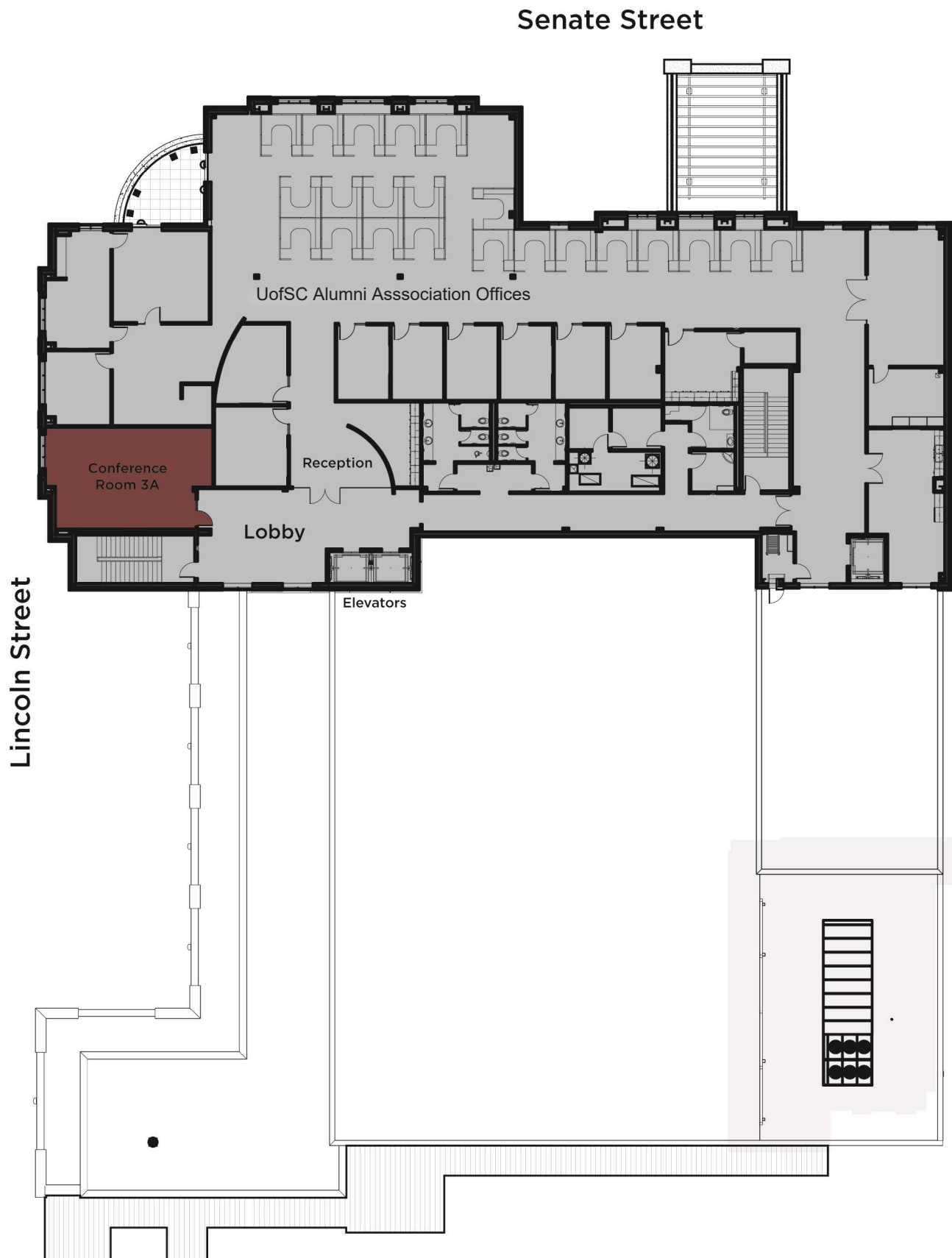
## SECOND LEVEL

\*Grey areas are non-rentable spaces.










## THIRD LEVEL

\*Grey areas are non-rentable spaces.



## APPENDIX B – ROOM CAPACITY CHART

Room Name	Room Dimensions L x W x H	Room Size Sq. Ft.	 Banquet 5/8*	 Reception	 Theater	 Classroom	 Boardroom	 U-shape	 Hollow Square
FIRST LEVEL	—	—	—	—	—	—	—	—	—
Grand Ballroom Pre-function	15'5" x 119" x 12'6"	2,060	—	200	—	—	—	—	—
Grand Ballroom	21'10" x 81'1" x 17'	9,401	445/550	915	892	448	—	—	—
Ballroom I	—	3,100	110/152	200	234	118	—	—	—
Ballroom II	—	3,150	150/160	230	304	112	—	—	—
Ballroom III	—	3,150	150/160	230	245	112	—	—	—
Ballroom Ia	—	—	40/64	75	138	54	—	—	—
Ballroom Ib	—	—	45/64	75	107	64	—	—	—
Conference Room 1A	—	580	20/32	—	40	24+6 chairs	—	16+6 chairs	16
Conference Room 1B	—	432	15/24	—	30	16+4 chairs	12	10+4 chairs	12
Conference Room 1C	—	599	20/32	—	40	24+6 chairs	—	16+6 chairs	16
Gamecock Patio	—	1,630	136	180	180	—	—	—	—
	—	—	—	—	—	—	—	—	—
SECOND LEVEL	—	—	—	—	—	—	—	—	—
Presidential Dining Lobby	—	1,016	—	—	—	—	—	—	—
Presidential Dining Room	—	1,702	60/96	116	96	72	—	30+12 chairs	—
Conference Room 2A	—	633	—	—	—	—	—	—	20
Conference Room 2B	—	489	—	—	—	—	16	—	—
Conference Room 2C	—	643	—	—	—	12	—	—	20
	—	—	—	—	—	—	—	—	—
THIRD LEVEL	—	—	—	—	—	—	—	—	—
Conference Room 3A	—	626	25	—	40	24+6 chairs	—	16+6 chairs	20

\* First number is a 60" round table set for 5 crescent-style. Second number is a 60" round table set for 8.

## APPENDIX C – VENUE RENTAL RATES

Room Name	Monday – Thursday Rental	Friday Rental	Saturday – Sunday Rental
	6 Hour Access	6 Hour Access	12 Hour Access
One-sixth Ballroom Section (1a or 1b, only)	\$450.00	\$600.00	—
One Ballroom Section	\$600.00	\$800.00	—
Two Ballroom Sections	\$1,000.00	\$1,400.00	\$3,000.00
Full Ballroom	\$1,400.00	\$2,400.00	\$4,500.00
Presidential Dining	\$800.00	\$1,400.00	\$2,500.00
Conference Rooms 1A, 1B, 1C, 3A	\$250.00	\$250.00	—
Conference Rooms 2A, 2B, 2C	\$350.00	\$350.00	—
Gamecock Patio	\$750.00	\$750.00	—
Full Building	\$3,500.00	\$5,200.00	\$7,500.00
Additional Rental Hours, per hour	\$200.00	\$200.00	\$200.00

\* Additional rental hours are \$200/hour or \$600 for six hours. Rental rates are subject to change without notice.

If You've Rented...	Your Rental Includes...
One Ballroom Section	10 — 60" or 72" round seating tables; 200 banquet chairs; 5 banquet tables; 5 cocktail tables; 20 seminar tables; one podium with microphone (first-come, first-served); 2 handheld wireless microphones; 2 wireless lavalier microphones; house sound; one wired audio connection; one event set-up and breakdown; and complimentary wi-fi.
Two Ballroom Sections	20 — 60" or 72" round seating tables; 400 banquet chairs; 10 banquet tables; 10 cocktail tables; 40 seminar tables; one podium with microphone (first-come, first-served); 4 handheld wireless microphones; 4 wireless lavalier microphones; house sound; two wired audio connections; one event set-up and breakdown; and complimentary wi-fi.
Full Ballroom	30 — 60" or 72" round seating tables; 600 banquet chairs; 15 banquet tables; 15 cocktail tables; 60 seminar tables; one podium with microphone (first-come, first-served); 6 handheld wireless microphones; 6 wireless lavalier microphones; house sound; three wired audio connections; one event set-up and breakdown; and complimentary wi-fi.
Presidential Dining	12 — 60" seating tables; 100 wooden-framed chairs; 3 banquet tables; 5 cocktail tables; 30 seminar tables; podium with microphone; built-in screen and projector; house sound; one wired audio connection; one event set-up and breakdown; and complimentary wi-fi.
Conference Room	Room's existing task or boardroom-style tables; 30 chairs; one VGA and HDMI device connection cable; wall monitor; one event set-up and breakdown; and complimentary wi-fi.
Gamecock Patio	5 — 48" round tables; 5 banquet tables; existing short and tall patio tables; accompanying short and tall chairs; one event set-up and breakdown; and complimentary wi-fi.

## ADDITIONAL EQUIPMENT RENTALS

- 48" Round Table: \$10
- 60" Round Table: \$12
- 72" Round Table: \$15
- Cocktail Table: \$12
- Seminar Table: \$7
- Banquet Table: \$10
- Banquet Chair: \$3
- 12' x 7' Screen and Projector Package: \$500
- Screen, only: \$250
- Projector, only: \$300
- Audio/Visual Technical Support: \$65 per hour
- 4' x 4' Stage Sections: \$60 per section
- Electrical Distribution Box: \$300
- Flip Chart, Markers: \$30/pad
- Patio Heater: \$100
- PC Laptop: \$75

## **APPENDIX D – MOST COMMONLY ASKED RENTAL QUESTIONS**

### **Is an appointment needed to see the venue?**

Yes. In order to give you our full time and attention in seeing the rooms, and out of respect for our customers hosting events in the Alumni Center, showings are available by appointment only during regular business hours.

### **Are tables and chairs included with my room rental?**

Yes, specifics are listed on Page 31.

### **Are there any rental fee discounts available?**

Yes! We offer 5% and 10% discounts on the room rental fee to UofSC Alumni Association Annual and Life members. If you are not a member, consider joining UofSC Alumni Association for an immediate rental discount plus other great member benefits!

Colleges, faculty and staff of the University of South Carolina receive a 10% discount on the rental rate. Non-profit organizations receive a 5% discount.

Customers renting the Gamecock Patio along with two sections of the ballroom receive a \$400 discount.

### **If I want to add additional hours to my rental time, how much is it?**

Each additional hour of access is \$200 per hour, up to five hours. If more than five hours are needed, the rental fee will be discounted to \$600 for six hours.

### **How much time do I have to set up my event?**

The access time, as stated on your venue rental agreement, is the time in which you – and your vendors – can enter your rented space for setups and when you must be out. If additional load-in or set-up time is needed, it must be reserved when the space is booked. This also applies to the amount of time needed to load out.

Tables and chairs will be placed according to your approved event layout before your access begins.

### **Will multiple events be taking place at once?**

The Alumni Center is a hub of event activity, and there will likely be more than one event and/or meeting taking place at any given time. Staff is committed to helping your guests easily find their way by use of way-finding signage.

### **Why is law enforcement required to be at my event?**

Evening events in which alcohol is served will have a law enforcement officer assigned. Depending on the size of the event, more than one officer might be required. This practice protects both the Alumni Center and our customers. The officer(s) will be coordinated through your Event Coordinator and will be billed on your final invoice.

### **Who can cater my event?**

The Alumni Center has one in-house caterer that customers must use for all food and beverage – Southern Way Catering. As our hospitality partner, they are committed to the highest food quality and presentation. You will have the opportunity to select from a wide variety of menu options, custom selections and bar services.

### **I need a screen, projector and stage. Does the Alumni Center have these items?**

Yes – we provide audio-visual and stage options that are available to rent. Two screen-and-projector packages are available. Staging is available in 4' x 4' sections. Your Event Coordinator will help coordinate these items for you.



**Am I required to use the Alumni Center's A/V items?**

No, you are welcomed to bring your own screen, projector or stage. Keep in mind that you will be responsible for the set-up and breakdown of any items brought in, in addition to trouble-shooting and operation during the event.

**Do you have table linens and is there a dance floor?**

The Alumni Center does not have these items in its inventory. If you need table linens, you are welcomed to bring in your own or rent them from a vendor. If you would like a set dance floor, this will also need to be rented from a vendor. Your Event Coordinator will be happy to assist in the coordination of rentals.

**How does parking work?**

The Alumni Center is conveniently connected to the City of Columbia Park Street Garage. Please contact the City of Columbia to discuss your parking needs or to purchase validated parking vouchers for event attendees. There are limited metered parking spaces in the vicinity of the Alumni Center, also.

## APPENDIX E – EVENT PLANNING CHECK LIST

Use the checklist below to help plan, coordinate and execute your upcoming event at the USC Alumni Center:

### 14 – 12 Months Prior

- ☐ Schedule an appointment with the USC Alumni Center Sales Manager for a site visit. Discuss your event and room requirements.
- ☐ Request the Event Space License Agreement from the Sales Manager.
- ☐ Initial, sign and return the Agreement, with the deposit, to the Sales Manager. You now have an event location!
- ☐ An Event Coordinator will be assigned to your event.
- ☐ Read through the USC Alumni Center Event Guide. Ask the Sales Manager or Event Coordinator any questions.

### 7 – 11 Months Prior

- ☐ Coordinate audio-visual, technology, and equipment needs with your Event Coordinator.
- ☐ Review the catering menu; coordinate the food and beverage needs with your Event Coordinator.
- ☐ Sign the catering contract and send the deposit to the Event Coordinator.
- ☐ Provide any changes to the event's start and end times, or other event requirements.

### 3 – 6 Months Prior

- ☐ Review the event floor plan with your Event Coordinator. Make any changes.
- ☐ Finalize food and beverage requirements with the Event Coordinator.
- ☐ Review the event proposal and rental needs. Make any adjustments.
- ☐ Coordinate any shipping/receiving items with your Event Coordinator.
- ☐ Provide the Event Coordinator with a list of your other event vendors and a main contact person for each.

### 1 – 2 Months Prior

- ☐ Submit an event Certificate of Insurance, if required.
- ☐ If an event agenda or program is being used, submit a copy to the Event Coordinator.
- ☐ Send the balance of the venue rental fee to the Sales Manager.
- ☐ Schedule a planning/production meeting with your Event Coordinator, if needed.
- ☐ Provide the initial catering guarantee to the Event Coordinator.
- ☐ Place an order for any outside audio-visual or technology needs.
- ☐ Confirm the final event timeline with your Event Coordinator.
- ☐ Review and approve the final version of the floor plan.
- ☐ Make adjustments to rentals, if needed.

### 2-3 Weeks Prior

- ☐ Provide your Event Coordinator with any updates to the final floor plan and event requirements.
- ☐ Confirm catering guarantees with the Event Coordinator (no later than 14 days prior).
- ☐ Send the damage deposit check, if required, to the Sales Manager.
- ☐ Make adjustments to rentals, if needed.

### 1 Week Prior

- ☐ Update your Event Coordinator daily with any changes or adjustments to the event requirements.
- ☐ Send the balance of the final invoice to the Event Coordinator.

### Day Of

- ☐ Enjoy hosting a fabulous event!