

C A M P U S M E M O

Date • August 29, 2011

From • Jeff Olsen

Re: • Saturday Tailgates

University Relations

Office of Cultural Relations
and University Events

Jeff Olsen

Managing Director,
Academic Events

To: Tailgate Organizers

From: Jeff Olsen

RE: Football Tailgate Reservations

Attached you will find the 2011 Football Tailgate Application form, which allows groups of 50 or more people to request a space near the center of campus in which to hold their tailgate. While groups are not required to reserve a space, doing so can help avoid space conflicts between these groups on gameday.

Please use this form for all home games EXCEPT October 28th (USC Family Weekend) and November 12th (Homecoming). Homecoming reservation packets will be available in mid-August. To download a Homecoming registration packet, please visit www.usc.edu/events.

Once your 2011 Football Tailgate Application form has been received and processed, a tentative location will be sent to you via e-mail or fax. Remember this is a free, on-paper-only reservation; these reservations exist solely to keep large groups from competing for the same spaces on gameday mornings. **A reservation does not guarantee a reserved space; you MUST arrive early to secure your location. If you arrive and discover there is another group in your tentative space, your reservation does NOT give you the right to evict them from that location.** To avoid this conflict, please arrive early.

We must be notified of all delivery vehicles (e.g. catering trucks) and all rental equipment to be used at least TWO WEEKS prior to the game or they will not be granted access to campus. No stakes (e.g. tent poles) may be driven into the ground without prior permission and absolutely NO amplified sound systems are allowed. **THIS MEANS NO DJ SYSTEMS.**

All applications must include a signed copy of the USC Tailgate Policies. If your group is serving alcohol you must complete the alcohol registration form. Also, be aware that if you are serving alcohol AND selling tickets to enter your event, you MUST rent chain link fencing to border your event. We will instruct your group on who to contact should this be necessary.

Have a great season and FIGHT ON!

UNIVERSITY OF SOUTHERN CALIFORNIA
USC OFFICE OF PROTOCOL AND EVENTS
2011 FOOTBALL TAILGATE APPLICATION

Groups requesting to reserve a location on campus for a home football game must fill out this application and return it to the Office of Protocol and Events for approval. Spaces are reserved on paper only and are **not** guaranteed; you MUST arrive early to physically secure your location.

ORGANIZATION/SCHOOL: _____

CONTACT NAME: _____

ADDRESS: _____

PHONE: () _____ **FAX:** () _____

CELL: () _____ **EMAIL:** _____

RESERVATION DATE(S): _____

This form is to be used for all home games EXCEPT USC Family Weekend and Homecoming. If you are applying for all other home games write "all games" in the space above. If you would like an application for Homecoming visit: www.usc.edu/events

LOCATION PREFERENCE: 1ST _____ 2ND _____ 3RD _____

See attached map for corresponding location numbers. NOTE: Chain link fencing will not be allowed in spots 1, 2, 5, 6, 7, or 8.

WILL ALCOHOL BE SERVED? _____ **ESTIMATED ATTENDANCE:** _____
↳ If yes, you MUST complete the *Alcohol Registration Form*

WILL YOU NEED ELECTRICAL POWER? _____ **FOR ITEM(S):** _____

There will be a charge for electrical power. If you will be requiring power, you MUST complete the *Electrical Power Request Form*. You cannot use power without registering.

ARE YOU USING A CATERER? _____
(if yes, list name and contact of caterer)

ARE YOU RENTING EQUIPMENT? _____
(e.g. tables and chairs. If yes, list equipment, plus name and contact of rental company)

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

The above signature indicates I have read and understood all policies,
including the alcohol policy and I agree to comply with those requirements stated herein.

RESERVATION DEADLINE: 12:00 noon on the Wednesday before the game

OFFICE USE ONLY

Jeff Olsen
Managing Director, Academic Events
USC Office of Cultural Relations and University Events

Date

[] APPROVED
[] NOT APPROVED

LOCATION: _____

Football Tailgate Locations



Section A  Section B 

No locations available on October 28th (USC Family Weekend)

No locations available on November 12th (Homecoming – use Homecoming Registration Packet)

UNIVERSITY OF SOUTHERN CALIFORNIA

TAILGATE POLICIES

The following policies have been created to ensure the safety of guests and a family-friendly campus environment. All persons and groups participating in tailgate activities must comply with these policies or their tailgate privileges may be revoked.

GENERAL

- There is no tailgating in parking structures
- No tent poles or stakes may be driven into the ground.
- No open flames (BBQs) under tents, near trees or buildings. Presence of an open flame requires the presence of a fire extinguisher.
- Trash must be disposed of in proper receptacles; groups are responsible for returning their area back to its original state before departing campus.
- No products (including food and beverages) may be sold at your tailgate.
- Only small signage which identifies location is allowed. Signage with a commercial name or location is not allowed. Your group will be asked to remove signage and may lose future tailgate privileges if corporate logos are used.
- Cars and catering/delivery trucks may not remain on campus during the tailgate and must be moved off campus SIX hours prior to the start of the game.
- Vehicles will be allowed to re-enter campus roughly one hour after the game begins; NO exceptions per Fire Marshall Regulations. You must make arrangements with the Department of Public Safety (213.821.1089) at least two weeks prior to the game to maneuver any catering or delivery vehicles.
- Incomplete or unsigned applications will not be considered.

ALCOHOL

- All groups serving alcoholic beverages must comply with all of the attached alcohol policies. Ticketed events serving alcohol must rent chain link fencing to surround their party. You will be instructed by the Events Office on how to proceed in this case.
- Profanity, intoxication, aggressive behavior and unsportsmanlike conduct may be grounds for revocation of tailgate privileges.

SOUND & ELECTRICITY

- If electrical power is needed, arrangements must be made with USC Facilities at least one week prior to the game. Groups utilizing power without prior permission will be subject to revocation of their tailgate privileges. You will be instructed by the Events Office on how to proceed if you indicate you need power.
- Absolutely no amplified sound is allowed, including (but not limited to) DJs and large stereos; even small battery powered devices are NOT acceptable. There are NO exceptions to the amplified sound policy; this includes radio station vans, DJ turntables, etc.

PRINT NAME _____

ASSOCIATION WITH GROUP _____

SIGNATURE _____ **DATE** _____

The above signature indicates that I have read and understood all policies, including the alcohol policy and I agree to comply with those requirements stated herein.

**USC OFFICE OF CULTURAL RELATIONS AND UNIVERSITY EVENTS
ELECTRICAL POWER REQUEST FORM**

There will be a fee for electrical power. You cannot use power without registering.

Tailgate: USC vs. _____ Date of Event _____

Contact Name _____ Cell Phone _____
(Person responsible for this tailgate)

Contact Signature _____ Date _____

How many of each item are you requesting?

Power line(s) _____ Adapter(s) _____

**What exactly do you plan to plug in? BE SPECIFIC (Examples: popcorn machine, coffee maker, stage lights).
Include the amperage or wattage for each item.**

(NOTE: Refer to the electrical sticker/decals on your equipment; it is usually near the base of the power cord.)

Item _____ Wattage _____	Item _____ Wattage _____
Item _____ Wattage _____	Item _____ Wattage _____
Item _____ Wattage _____	Item _____ Wattage _____

Are there any special needs or requirements for your electrical request(s)? BE SPECIFIC.

Services and rentals available, but not limited to:

- Standard 20 amp 120 volt power supply
- Standard orange extension cords in 8', 25', 50' and 100' in length.
- Multi tap adapters (will give you 3-places to plug in to a standard cord.)
- Spider box (will give you 6-20 amp, 120 volt outlets). Locations limited to Alumni Park, Founders Park, Hahn Plaza area.
- Vendor supplied generator power for large scale events.

All electrical needs must be requested through this form, even if an electrical outlet is visible or located near your setup location. All outlets are the responsibility of Facilities Management Services. Electrical equipment or rentals placed directly with a rental company must still be reported through this form. If you are using a vendor to supply your electrical equipment, please fill in the company name and contact information. You will be contacted by USC Facilities upon receipt of this form.

Vendor Company Name _____

Vendor Contact Name _____ Vendor Phone Number _____

USC OFFICE OF CULTURAL RELATIONS & UNIVERSITY EVENTS

ALCOHOL POLICY

The possession and consumption of alcoholic beverages on the University of Southern California campus and University-recognized living units is governed by appropriate state and municipal laws and is further governed by University regulations. All persons, regardless of age or status, are governed by these laws and regulations in their administrative practice as well as in their personal conduct. The University expects that individuals and groups who operate within these laws and University regulations will engage in responsible drinking behavior, and if applicable, responsible hosting guidelines.

Introduction

The University's policy with respect to alcohol follows the state and municipal laws of California and the City of Los Angeles. The possession and consumption of alcoholic beverages on campus, in University recognized living units or sponsored by a University-recognized group (regardless of location) is governed by the laws of the state and the municipal governments where the possession and consumption occurs. In most instances, this will be the State of California and the City of Los Angeles. These laws apply regardless of the state or country from which a person has come or in which the person maintains official residence.

These laws and regulations are found in the California State Constitution, the California State Business and Professional Code, the California State Penal Code, the California State Vehicle Code, and the Los Angeles Municipal Code. It is the responsibility of the server or consumer of alcoholic beverages to be aware of, and abide by, all state and local ordinances and University regulations. These statutes and regulations are summarized and highlighted here for general use, and may not cover all situations.

In addition, the University expects that every individual and any recognized student organization will follow the regulations regarding the use of alcoholic beverages (including wine and beer) as set by the University of Southern California. As it is impossible to anticipate every situation that could involve alcohol, this list should not be considered to be all-inclusive. For clarification of this alcohol policy and what activities are included, contact the Office of Student Activities or the Office of Residential Life.

State and Municipal Laws and Ordinances

The following provisions of the state and municipal law serve as the foundation for USC's policy on alcohol. (Note: This list is not a complete summary of relevant laws and ordinances.)

- The purchase, possession, or consumption of alcoholic beverages (including beer and wine) by any person under the age of 21 is prohibited.
- The selling, either directly or indirectly, of alcoholic beverages (including beer and wine) except under the authority of a California Alcoholic Beverage Control Board license is prohibited. This includes selling glasses, mixes, ice, tickets for admission, etc.
- The serving of alcohol to someone to the point of intoxication is prohibited.
- The manufacture, use or provision of a false state identification card, driver's license, or certification of birth or baptism is prohibited.
- The act(s) of being drunk and disorderly in public view, including on public sidewalks and walkways, is prohibited.
- The consumption of alcoholic beverages in a public place (unless licensed for consumption of alcohol on the premises) is prohibited. This includes a prohibition of alcoholic beverages in public areas of academic facilities, recreation fields, university housing corridors and lounges.
- The act of driving a motor vehicle or a bicycle while under the influence of alcohol is prohibited.
- The possession of an alcoholic beverage in an open container in a motor vehicle or on a bicycle is prohibited regardless of who is driving or whether one is intoxicated.

State and Federal Criminal Sanctions

The following is a brief summary of the state and federal criminal sanctions that may be imposed upon someone who violates the alcohol policy at USC or elsewhere in the state of California.

- A violation of California law for the unlawful sale of alcohol may include imprisonment in the county jail for six months, plus fines and penalties.
- A violation of California law for the use of alcohol by obviously intoxicated individuals will vary with the particular circumstances but may include imprisonment in the county jail and substantial fines and penalties. Additionally, minors who are arrested for violations concerning the use of alcohol run the risk of having their driving privileges suspended or revoked until they are 18.
- A violation of the law involving an individual being under the influence of a combination of alcohol and other drugs (itself potentially deadly), may result in an increase in criminal sanctions and penalties.

In addition to the sanctions imposed by the university, individuals who have violated State and Federal law regarding possession, use, and/or distribution of alcohol and other drugs may be referred by the university to the appropriate authorities for arrest and prosecution.

University Policy on Alcohol

The university recognizes the legality of alcohol use for those of appropriate age while simultaneously maintaining concerns for the potential for abuse of alcohol within the student community and the destructive effects of such abuse. As a result, the university has established the following expectations concerning alcohol and students:

- Only those students 21 years of age or older may possess or consume alcoholic beverages within the university community, and then in a responsible manner. Students are expected to assume responsibility for their own behavior while drinking and must understand that being under the influence of alcohol in no way lessens their accountability to the university community.
- Students will not provide alcoholic beverages to those under 21 years of age.
- University-recognized student living units and events sponsored by university-recognized groups (regardless of location) are governed by university policy concerning alcohol and other drugs. Individuals and groups are expected to follow appropriate hosting guidelines.
- Alcoholic beverages may not be present at student organization recruitment efforts. The use of university funds to provide alcohol to students is prohibited. Accordingly, student programming fees and residence hall or apartment programming fees may not be used to purchase alcohol.
- Consumption of alcoholic beverages in public within the university community, such as academic and recreational facilities, university housing corridors and lounges, is prohibited unless licensed for consumption of alcohol on the premises. Approval to serve alcohol on the USC campus must be obtained from Hospitality Services.
- The intention to serve alcoholic beverages must be registered with the office or department administratively responsible for the facility or location where the event is to be held. Each office or department may have specific regulations which may prohibit the serving of alcoholic beverages. The Campus Center for Cultural Programs can provide additional information.

Violation of university policies concerning alcohol shall result in appropriate disciplinary action up to and including suspension or expulsion from the university and, in the case of organizations, loss of recognition. Additionally, the university expects all students and student groups to comply with all current laws of the state of California and the city of Los Angeles. It is the responsibility of each individual to be aware of, and to abide by, all state and local ordinances and university regulations. Current laws provide for severe penalties for violations which may result in criminal record. For a description of the current laws, please refer to State and Municipal Laws and Ordinances in this brochure.

Violations may be prosecuted under applicable local, state and federal laws as well as through university disciplinary action.

Alcohol and Event Planning Guidelines

Where alcohol is to be served at a university function, the department or group hosting the event is responsible for ensuring that it is offered in a safe and legal manner.

- An individual or group sponsoring an event where alcoholic beverages are made available must adhere to applicable laws (e.g., securing a license to sell and/or serve) and university regulations. The sponsor will be held responsible for any abuses arising from the use of alcoholic beverages by servers and/or consumers.
- Ample non-alcoholic beverages and food must be provided at events where alcohol is served.
- Any individual or group intending to serve alcoholic beverages must register the event with the appropriate office or department and follow the rules set by that office or department. Questions about student events should be directed to the Office of Residential Education and/or Fraternity and Sorority Leadership Development at (213) 740-2080 for all residence hall, apartment or fraternity/sorority-sponsored events, and the Office of Campus Activities (213) 740-5693 for other student organizations.
- Alcoholic beverages may not be present at student organization recruitment efforts or events (e.g., “Rush”).
- University funds (including student programming fees, residence hall fees, departmental funds, etc.) may not be used to provide alcohol either directly or indirectly at student events.

Actions Taken when a Student has Violated the Alcohol Policy

As an academic community, USC exercises certain disciplinary and discretionary powers, protecting the educational environment by establishing and enforcing standards of conduct that students and student groups are expected to follow. These standards contain sanctions related to the use and abuse of alcohol and other drugs. Students are expected to respect these standards, the authority of the university, faculty and staff, and each other. If a student violates any of the standards of conduct, the university or any individual within the university may file a complaint against the student. Students who participate in the Overseas Studies Programs are subject to the laws of the host country as well as the university standards of conduct. Students in this program should discuss with program advisors the specifics related to the host country.

For details of the student conduct code, please contact the office for Student Judicial Affairs and Community Standards, or consult SCampus.

Student organizations are expected to follow the standards of conduct as is any individual student. If a determination that a violation of the alcohol and other drug policy has occurred, by either an individual or a student group, sanctions will be assessed. Such sanctions may include any of the following:

- Community service
- Social suspension
- Revocation of recognition as a student organization
- Educational sessions
- Expulsion from the university
- Social probation
- Denial of use of university facilities
- Disciplinary probation
- Suspension from the university