



August 4, 2011

Dear Homecoming Participant:

The USC Alumni Association proudly invites your organization to participate in this year's Homecoming festivities to be held **Saturday, November 12, 2011** from 8:30 a.m. – 12:30 p.m., prior to the USC vs. Washington football game. Homecoming is a long-standing tradition that brings USC students, alumni, faculty and friends together to celebrate the Trojan Family. We hope you will join us for this annual celebration.

USC Alumni Association

Should your organization wish to participate, please complete the attached ***Participant Choices and Registration*** forms and return them with your check or requisition made payable to the USC Alumni Association by **October 14, 2011**. Please refer to the enclosed ***USC Homecoming Policies*** which outline all rules and guidelines for participation; **all policies will be strictly enforced**.

Authorization to sell merchandise during Homecoming *must come from the USC Licensing Office*. Please refer to the ***Product Registration Form*** (page 5 in the registration packet) for information regarding product approval. All groups selling merchandise will be located in special designated marketplace areas.

Due to the tremendous popularity of Homecoming, parking is at a premium, so plan to arrive early. If you have any questions related to Homecoming, please contact Jeff Olsen, USC Office of University of Events (213) 740-6786 or jao@usc.edu.

Thank you and Fight On!

Sincerely,

Epstein Family
Alumni Center
3607 Trousdale Parkway
Tutor Campus Center 305
Los Angeles,
California 90089-3106
Tel: 213 740 2300
Fax: 213 740 0729
<http://alumni.usc.edu>

Scott M. Mory, Esq.
CEO, USC Alumni Association

Michael L. Jackson
Vice President for Student Affairs

Enclosures

Widney Alumni House
635 Childs Way
Los Angeles,
California 90089-0461
Tel: 213 740 6262
Fax: 213 740 9959
<http://alumni.usc.edu>



2011 HOMECOMING Package Choices and Registration

Welcome to Homecoming 2011! In order to register, please carefully read and complete this packet. Return all registration paperwork no later than **October 14, 2011**. All registration questions should be directed to the USC Office of University Events at (213) 740-6786. For Homecoming sponsor inquiries, please call the USC Alumni Association at (213) 740-2300.

When completing your Homecoming registration, first provide your contact information, then select your participant type (Tailgate or Seller) and any additional options available for your category. Finally, calculate your total cost and complete the payment information section. **Please note that larger tailgates may incur separate charges from Facilities Management Services.**

CONTACT INFORMATION

Please type or print CLEARLY

Group Name (as it will appear on your sign or banner) _____

For guests to find you alphabetically, your group name may be altered in the program. For example, USC Men's Basketball would be changed to "Basketball, USC Men's".

Contact Name _____ E-mail _____

Contact Address _____ City _____ State _____ Zip _____

Cell Phone _____ Fax _____

Your group will be involved with Homecoming as a (check one or both):

Tailgate Participant

Please fill out these forms:

- Contact Information: page 1
- Participant Registration: page 2
- Payment Information: page 4
- Alcohol Registration: page 6
- Electrical Power Request: page 7

Product Seller

Please fill out these forms:

- Contact Information: page 1
- Product Sellers Registration: page 3
- Payment Information: page 4
- Product Registration: page 5
- Electrical Power Request: page 7

(Please be sure you fill out the appropriate forms in this packet based on your Homecoming needs)

***For all campus groups, you must obtain a registration approval signature from the appropriate campus office:**

- **All Student Organizations/Clubs** - Approval signature required from **Heather Larabee**, Office of Campus Activities, TSC 100
- **All Greek Chapters** - Approval signature required from **Beth Saul**, Office of Fraternity and Sorority Leadership, STU 200
- **All Recreational/Club Sports** - Approval signature required from **Gabe Valenzuela**, Recreational Sports, LRC Lobby

APPROVAL SIGNATURE _____

***NOTE: If serving alcohol, your Alcohol Registration Form (see page 6) must also be signed by the appropriate person above**

For all participants and sellers, by signing below your organization agrees to the following: we have received a copy of the 2011 Homecoming Policies, we agree to adhere to those policies and are aware of the penalties and sanctions that will be imposed in the event of infractions, and we understand that, per the university's Policy Concerning Group Responsibility for Student Organizations, student organizations will be held responsible for the actions of their individual members and that non-student groups will also be held to the same standards.

Contact Signature _____ Date _____

TAILGATING PARTICIPANTS

If you are an **officially recognized** student, alumni, athletic or academic group/organization, please select your package below.

NOTE: You are not allowed to sell at your tailgate location. Tailgate participants also wishing to sell a product must purchase a separate seller booth, which will be located in the Marketplace. The Product Seller Form is page 3 of this packet.

_____ **Package One - \$350** Includes one 10x10 (100 ft²) canopy installed with a custom banner. You may select an additional 10x10 connected canopy for an added charge of \$100 (see below).

_____ **OPTIONAL: Additional 10x10 Canopy for Package One - \$100** (total canopy coverage equals 200 ft²)

_____ **Package Two - \$475** Includes one 20x20 (400 ft²) canopy installed with a custom banner. You may select an additional 20x20 connected canopy for an added charge of \$150 (see below).

_____ **OPTIONAL: Additional 20x20 Canopy for Package Two - \$150** (total canopy coverage equals 800 ft²)

NOTE: For tents larger than 20x40 and special electrical needs, please call (213) 740-6786 for estimates and availability.

_____ **Quad Package - \$250** Located in McCarthy Quad (for all Greek organizations and other interested student groups). Groups who request a reserved spot in this area will receive a 10x10 canopy installed with a custom banner. A limited number of spots are available in the Quad. Please reserve early to ensure a space. **No more than two groups may partner under the same canopy and an additional charge will apply. No larger than a 10x20 canopy is permitted per group (even groups partnering together).**

NOTE: Every tailgate will have a banner attached to its canopy. The banner is property of the USC Alumni Association and will be made available to you each year that you tailgate. If you lose, take, or damage your banner, or you choose to change the name on your banner, **you will be charged a \$100 replacement fee. The cost is the same to print a new banner for first-time participants.**

Additional Options for Tailgate Participants

_____ **Table(s) - \$25 each** 8-ft. table covered in red velon. Multiple tables may be ordered.

_____ **Set of 10 Chairs - \$20 (per set of 10)** Standard folding chairs (rented only in sets of 10). Multiple sets may be ordered.

_____ ***Power - \$125** (Standard power line for one electrical item)

*NOTE: If you select power, you must fill out an Electrical Power Request Form (see page 7 of this packet).

_____ **Multi-plug Adapter \$20 (per adapter)**

_____ **Umbrella - \$75 (per umbrella)** – Not available in McCarthy Quad.

Start-Up Student Club Participants (*student organizations only*)

_____ “Start-up student club” status allows a presence at Homecoming at a discounted cost for recently developed student clubs. **You must be pre-qualified and cannot sell at your tailgate.** Call (213) 740-6786 for authorization before submitting this form.

FOOD AND BEVERAGE

Will alcohol be served? Yes No
(If yes, you **must** submit the Alcohol Registration Form, see page 6)

Are you selling tickets for your tailgate? Yes No
(Tickets are **not** allowed for Quad tailgates)

If you answered “yes” to both questions above, you must hire a third party caterer with a valid liquor license.

Your tailgate will also require chain link fencing, per LA A.B.C. regulations. The Events Office will instruct you on this process: (213) 740-6786. You will receive a separate invoice from USC Facilities for costs incurred.

Caterer _____ Phone Number _____

PRODUCT SELLERS

All sellers will be in the campus Marketplace. **You cannot tailgate and alcohol is not permitted at your seller venue.** If your group wishes to tailgate and sell, please register for both a tailgate package and a seller package. There are two types of sellers; official USC-recognized groups (divided into Student and Alumni/University Groups) and outside vendors that sell USC trademarked merchandise.

All products for all sellers must be approved by USC Trademarks and Licensing prior to Homecoming. To have your product(s) approved, you must fill out a **Product Registration Form** (see page 5). You must fill out **one form per product**. You also **MUST** include an image of each product. Without a form and image for each item you plan to sell, your product(s) will not be approved and you will not be allowed to sell at Homecoming.

Package Options for Official USC-Recognized Groups Only

_____ **Student Package One - \$100** Includes one 8-ft. table covered in red velon, four chairs and one custom sign.

* Official, university-recognized student organizations only

_____ **Student Package Two - \$175** Includes two 8-ft. tables covered in red velon, eight chairs and one custom sign.

* Official, university-recognized student organizations only

_____ **University Package One - \$125** Includes one 8-ft. table covered in red velon, four chairs and one custom sign.

* University-recognized or -sponsored organizations only, including departments and alumni groups

_____ **University Package Two - \$200** Includes two 8-ft. tables covered in red velon, eight chairs and one custom sign.

* University-recognized or -sponsored organizations only, including departments and alumni groups

Package Option for Outside Vendors Selling USC Trademarked Merchandise

_____ **Vendor Package - \$500** Includes one 8-ft. table covered with red velon, four chairs and one custom sign.

NOTE: Every seller site will have a custom sign. The sign is property of the USC Alumni Association and will be made available to you each year that you sell. If you lose, take, or damage your sign, or you choose to change the name on your sign, **you will be charged a \$75 replacement fee.** The cost is the same to print a new sign for first-time participants.

Additional Options for All Sellers

_____ ***Power - \$125** (Standard power line for one electrical item)

*NOTE: If you select power, you must fill out an Electrical Power Request Form (see page 7 of this packet)

_____ **Multi-plug adapter - \$20** (per adapter)

_____ **Umbrella - \$75** Limit of one 9-ft. umbrella per group (pop-up tents are **not** allowed).

PAYMENT INFORMATION

You may pay with VISA, MasterCard, American Express, Personal Check or an Internal Requisition (original requisitions only; copies will not be accepted) **payable to the USC Alumni Association.**

Total (including tailgate and seller package(s) and additional options): \$ _____

Method of Payment:

VISA MasterCard American Express

Check # _____ Internal Requisition # _____

Credit Card Number _____ Expiration Date _____

Credit Card Signature _____ Date _____

Please complete all applicable sections of this packet, including the Alcohol Form, Product Registration Form and Electrical Power Form. If you have questions, call (213) 740-6786. Be sure you have **all** necessary signatures. Paperwork and payment are due no later than 5:00 p.m. on Friday, **October 14, 2011**. Materials submitted one week late (by October 21, 2011 at 5:00 p.m.) will be charged a 50% late fee (of the final invoice). Cancellation is permitted up to two weeks prior to the Homecoming event (by October 28, 2011 at 5:00 p.m.) at which 50% of the final invoice will be charged to the registered participant. This excludes new participants who will also have to pay for any new signage created on their behalf. **All cancellations made after 5:00 p.m. on October 28, 2011 will not be refunded.**

Submit all materials to:

USC Office of University Events - Homecoming

University of Southern California
837 Downey Way, Stonier Hall 203
Los Angeles, California 90089-1142
Fax: (213) 740-5934
E-mail: jao@usc.edu

Fill out one form for **each product** that you will be selling, and **attach or e-mail a picture**.

Organization/Seller Name _____ Item # _____ of _____

Contact Name _____

Local Address _____ City _____ State _____ Zip _____

Daytime Phone _____ E-Mail _____

If you have questions about completing this form, please contact the appropriate coordinator:

Recreational Sports: **Gabe Valenzuela** (213) 740-5551
Alumni and Women’s Groups: **Danielle Harvey** (213) 740-6273, harveyd@usc.edu
USC Parents’ Council and Interfraternity Parents’ Council: **Beth Saul** (213) 740-1195

For all other questions, please e-mail the **USC Office of Trademarks and Licensing Services**: trdmarks@usc.edu

Product Information (REQUIRED)

Product Description _____

Price _____ Quantity to be sold _____

Manufacturer Licensing Information (REQUIRED)

Is the manufacturer a company that has already been licensed to use USC logos? Yes No

Manufacturer Name _____

Contact Name _____

Address _____

Daytime Phone _____ Fax _____

E-Mail _____ Website _____

Attach a photo or diagram of the item or e-mail to jao@usc.edu

(REQUIRED)

ALL PRODUCT REGISTRATION FORMS MUST BE RECEIVED BY OCTOBER 14, 2011

Approval Signoff from USC Licensing _____

ALCOHOL REGISTRATION FORM FOR HOMECOMING EVENTS

Name of sponsoring group or department _____

(Campus) Address _____

(Campus) Phone _____

Are you selling tickets to this event?* Yes No

***Ticketed events serving alcohol MUST hire a catering service with a current liquor license and MUST rent chain link fencing. You will be instructed by the Events Office on how to proceed.**

Who will be attending? _____

Date of event _____

Location of event _____

***Homecoming festivities begin four hours prior to kick-off and MUST end at kick-off.**

For **all** tailgate organizers, by completing the following section and signing below, your organization agrees to the following: I have read the attached alcohol policy and agree to assume responsibility for strict adherence to the appropriate laws and regulations for serving alcoholic beverages. **NOTE:** The person responsible for the event (and signing below) **must be at least 21 years of age.**

Name _____ Signature _____

Student/Staff ID# _____ Date _____

Local Address _____ City _____ State _____ Zip _____

Cell Phone _____ Daytime Phone _____

FOR STUDENT-SPONSORED TAILGATES ONLY

If your event is sponsored by a recognized student organization, you must have the appropriate person below read and sign:

All **Student Organizations/Clubs** must obtain an approval signature from:
Heather Larabee, Office of Campus Activities, TSC 100

All **Greek Chapters** must obtain an approval signature from:
Beth Saul, Office of Fraternity and Sorority Leadership, STU 200

All **Recreational/Club Sports** must obtain an approval signature from:
Gabe Valenzuela, Recreational Sports, LRC Lobby

I have discussed the event plans with the student organization and I am satisfied the appropriate arrangements have been made in compliance with university policy and California state law.

Name _____ Signature _____

(Approval Signature)

ALL FORMS MUST BE RECEIVED BY OCTOBER 14, 2011

**USC OFFICE OF UNIVERSITY EVENTS
ELECTRICAL POWER REQUEST FORM**

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: Standard sound system, popcorn machine, coffee maker). Include the amperage or wattage for each item. (NOTE: Refer to the electrical sticker/decal 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.

Note: There is adequate power for basic household items such as an iPod sound system. Items that require large amounts of power (margarita machines, coffee makers, etc.) may require dedicated power lines.

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 allow you to plug in up to 3 standard cords.)
- 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 below. Amplified sound systems (DJ, large stereo, etc.) are not permitted.

Vendor Company Name _____

Vendor Contact Name _____ Vendor Phone Number _____

ALL FORMS MUST BE RECEIVED BY 5:00 p.m. ON FRIDAY, OCTOBER 14, 2011

Any forms that are incomplete or have not been received by the date and time listed above will not be supplied with power and will not be issued a refund.



2011 HOMECOMING POLICIES

The following policies have been formulated and approved by the University of Southern California (“USC”) and will be enforced by the USC Alumni Association (“Alumni Association”), the USC Office of Student Affairs (“Student Affairs”) including the USC Office for Residential and Greek Life (“Residential and Greek Life”), the USC Office of University Events (“University Events”) and the USC Department of Public Safety (“DPS”).

I. DEFINITIONS

a. Homecoming Pre-Game Festivities: The 2011 Homecoming Pre-Game Festivities (“Homecoming”) will be held on November 12, 2011. The event will begin four hours prior to published kick-off time (“event start”) and end at the published kick-off time.

b. Homecoming Participants: Official Homecoming Participants (“Participants”) include all alumni, athletic and student groups or organizations that submit an approved registration form by the appropriate deadline and pay the participation fees. Only officially recognized USC groups and organizations may participate in Homecoming. Groups and organizations on probation or suspension from USC may not participate in Homecoming. External organizations may participate only as Sellers or Sponsors (see Section III for details).

II. PARTICIPATION

Permission to participate in Homecoming is granted by the Alumni Association. This permission may be revoked at any time for violation of Homecoming Policies or failure to submit the proper registration documents or payment.

a. Procedure: Registration packets will be sent to all groups and organizations by the end of August. All completed registration forms and payments must be received by 5:00 p.m. on October 14, 2011. Late forms may be accepted at the discretion of the Alumni Association and will be subject to a late-registration penalty (50% of registration fees).

A completed registration packet includes: signed **Alcohol Form** (if applicable), **Electrical Power Request Form** (if applicable), **Product Registration Form** (if applicable), signed and completed **Homecoming Registration Form** (all participants), and a credit card (VISA, MasterCard or American Express), personal check, or departmental requisition made payable to the USC Alumni Association.

b. Location Assignment: No location assignments are ever guaranteed. Due to the nature of the event and limited space on campus, it may be necessary to relocate any participant from a location held in previous years. Further, it may be necessary to relocate a participant once a location assignment has been made for the current year due to construction, topography or unforeseen issues. Priority is given to returning participants who submit their paperwork by the established deadline. Location assignments are non-transferable. Final location assignments will be sent to participants by the week of Homecoming.

c. Signage: Individual school or group sponsors must be approved by the USC Alumni Association through the USC Office of University Events. **Any signage with a sponsor or vendor logo, name or information shall not be visible from outside the sponsored group’s assigned picnic area.**

d. Cancellation: Cancellation is permitted up to two weeks prior to the Homecoming event (by October 28, 2011 at 5:00 p.m.) at which 50% of the final invoice will be charged to the registered participant. This excludes new participants who will also have to pay for any new signage created on their behalf. **All cancellations made on or after October 29, 2011 will not be refunded.**

III. SELLING POLICY

Product Registration Form is required to sell merchandise. This form is included in all registration packets.

a. Authorization: Authorization to sell must come from the USC Office of Trademarks and Licensing and the USC Office of University Events (213) 740-6786. Authorization to sell in previous years **does not guarantee** authorization in the current year. You must submit a new form and image each year for every product. Authorization is obtained by submitting the Product Registration Form detailing each item to be sold.

b. Restrictions: Only USC-themed merchandise may be sold at Homecoming. All goods must be new or handmade. Alcohol, food or beverages may not be sold at any time. Items deemed to be dangerous in nature or not conducive to a family atmosphere may not be sold.

c. Location: Selling is only permitted in the area designated as the Marketplace by registered. Participants not located in the Marketplace are permitted to distribute free promotional items (no food, beverages or commercially sponsored items) within their location. It is not in the spirit of USC's Homecoming celebration to solicit sales in parking lots, en route to and in the picnic areas, or anywhere else on campus beside the designated Marketplace. Bullhorns and other noise-making or amplification devices are not permitted. All sellers must remain at their booths and out of common areas and walkways.

d. Booths: Each seller will be assigned to a table. Displays may not extend beyond the front of the table. Sellers may, however, display merchandise behind the table as long as the organization's official Homecoming sign is not obstructed. Umbrellas and pop-up tents are not permitted. Tables may not be moved. Alcohol is not permitted at the booths and may result in having your group permanently removed from the event.

e. Signage: Locations will be identified by a custom sign behind the table. This sign will be collected at or soon after kick-off and remains the property of the Alumni Association. If you finish selling early, bring your sign to the Information Booth. Groups that remove or damage their signs will be charged a replacement fee.

IV. EQUIPMENT RENTAL POLICY

a. General Rentals: The rental period for all equipment ordered is from event start (four hours prior to kick-off) until kick-off time on Homecoming Day. Security will be provided for all rentals overnight, however **participants must arrive early to secure their rentals.** Any missing or damaged rentals must be reported before event start. Any lost or broken equipment, including tables, chairs and canopies will be charged to the registered participant. Failure to pay within 30 days of invoice will result in suspension from participation in future Homecomings. All signs and banners remain property of the Alumni Association and will be collected at or soon after kick-off. **Do not remove, obstruct, deface or relocate any sign or banner.** If you find that the rentals you ordered are not in your assigned location, please report this to the Information Booth. **Do not take rentals from other locations.**

b. Power: Electrical power is available for rent through the **Registration Form**. Electricity may not be available in all locations. Any extension cable provided for electricity remains property of USC and may not be removed. Missing or stolen cables will be charged to the registered participant. **Amplified sound systems** or other noise-making devices are not allowed.

c. Lighting: Lighting fixtures and electrical hook-ups provided at participant canopies may not be disconnected at any time, and the power outlet may not be utilized for any other purpose. Groups are responsible for all fixtures installed in their canopies; damaged, missing or stolen light fixtures will be charged to the registered participant.

d. Fencing: Groups holding a ticketed event **and** serving alcohol **MUST** have chain link fencing at their location. Groups that require fencing will be invoiced separately by the USC Facilities office.

V. COMMERCIAL SPONSORSHIPS

Corporate sponsors have contracts with the USC Alumni Association for overall Homecoming support, and are provided canopies for their use and given credit in the Homecoming Program. Individual school or group sponsors must be approved by the USC Alumni Association through the USC Office of University Events. These sponsors, if approved, may not display banners or receive commercial credit in the university Homecoming Program; **any signage with the sponsor's name or information shall not be visible from outside the sponsored group's assigned picnic area.** However, school, department or group sponsors may receive credit within school, department or group publications.

USC OFFICE OF 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 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 that may prohibit the serving of alcoholic beverages. For additional information, contact the Office of Campus Activities at (213) 740-5693.

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 that 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.

- Any event serving alcohol and to which tickets are sold MUST rent six-foot chain link fencing to surround the event, and MUST hire a caterer with a valid liquor license to distribute the alcohol.
- 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 gatherings should be directed to the Office of Residential Education and/or Fraternity and Sorority Leadership Development at (213) 740-2080 for all events sponsored by residence hall, apartment or fraternity/sorority, 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
- Educational sessions
- Denial of use of university facilities
- Social suspension
- Social probation
- Revocation of recognition as a student organization
- Disciplinary probation
- Suspension from the university
- Expulsion from the university