



University Religious Center Space Usage Policy

The University Religious Center (URC) was constructed by the denominations currently housed in it — American Baptist, Episcopal, Lutheran, and those that constitute United Ministry. The facility was given to the University of Southern California (USC), which leased it back to the aforementioned groups. The URC is a unique facility on campus in that the University does not fully control the allocation of the building's space. That responsibility is entrusted to the Governing Board, which consists of the Ecumenical Mission and the Dean of Religious Life.

In order to be helpful and hospitable, the following URC areas are made available to individuals and groups from outside the Center.

- * Common Areas: Fishbowl (glass chapel), Patio, Room 108, Kitchen, Room 205
- * Little Chapel of Silence (next to Town and Gown)
- * By special arrangement the following spaces may sometimes be made available:
Individual Lounge Areas: 103, 202, 203, 204.
Contact Tim Conley at (213) 740-6110 for further information.

Reservation Guidelines

- * The group must be recognized by USC and/or have the approval of the URC (groups must be compatible with the goals of the denominations/departments housed in the URC).
- * Student religious organizations and organizations that are affiliated with the departments in the URC have priority.
- * University courses may not be conducted in the URC on a regular basis.
- * The Deans of Religious Life and the Ecumenical Mission reserve the right to deny reservation of their individual areas to any organization and to cancel or modify existing reservations at any time.
- * A donation is solicited from groups that reserve space (except for the Fishbowl) at the URC. The donation is negotiable and voluntary. Please see the donation information sheet.
- * All transactions should be conducted through the Office of Religious Life (ORL). If you are unsure who the check should be made payable to, please ask. Cash, personal checks, and departmental checks are the only acceptable forms of payment.
- * Liability issues mean use of the kitchen by groups outside the URC is limited to refrigerator use, microwave use, and heating items in the ovens. Stovetop cooking and barbecuing or the use of electrical appliances for frying is not acceptable. In some circumstances exceptions may be approved.
- * Each group is permitted to have no more than 3 hours of semester reservation time per week.
- * Failure to show up for a scheduled reservation shall result in the following penalties:
 - 1st Offense: Warning
 - 2nd Offense (one time reservations): No more reservations for the semester
 - 3rd Offense (Semester Reservations): Cancellation of Reservation for the semester

Process for Reserving URC Areas

1. Read and understand the *URC Space Usage Policy* (rev. 8/2008).

2. Complete the *URC Space Usage Request Form* and submit it to ORL in URC 106 no later than one week prior to the event. The earlier you turn in the request, the better your chances are of having it approved.

URC Key Policy

If a key is required, ORL staff will issue you one during business hours (9am - 5 pm, Monday through Thursday and 9 am - 4 pm on Friday), immediately prior to your event. You must make a \$20 cash deposit to receive the key. If the key is lost or stolen, the deposit will be forfeited. The key must be returned on the appointed day (usually the business day following the last day of your event). A daily \$10 late fee may be charged for overdue keys. Semester key loans adhere to the same fee schedule and are available for groups with an extended reservation.

Rules for Reserved Area Usage

Organizations must obey the following rules while using their reserved space unless otherwise instructed.

- All furnishings must be returned to their original order.
- All trash must be disposed of properly (large trash should go in the large trash cans in the patio). The room should be left clean.
- Food may not be kept in the refrigerator overnight. Anything left more than 24 hours in the kitchen will be discarded.
- Food and drink (except water) are not allowed in the Fishbowl.
- Re-heating **ONLY** is allowed in the kitchen. No major cooking, frying or barbequing.
- If any part of the area is damaged, and can not be immediately cleaned or repaired, please notify the ORL in person (or, if during non-business hours, via e-mail or voice mail). Your group may be fined for facility damage.
- Groups may serve alcohol only after obtaining permission from the Front Desk Coordinator. Everyone attending the event must be legal California drinking age.
- Smoking is not permitted anywhere inside the URC.

If you have any questions or concerns, please contact the Front Desk Coordinator (URC 106) at orl@usc.edu. If your concern is urgent, call the Office of Religious Life at (213) 740-6110.

URC Space Usage Policy Revised 8/2008