

BOVARD AUDITORIUM CLIENT RESERVATION POLICIES

The goal of Bovard Auditorium is to aid all our clients in planning and producing successful events. The following policies and regulations are provided to reach that goal.

GENERAL RESERVATION GUIDELINES

- Reservations are accepted through the Bovard Auditorium website at www.usc.edu/bovard and at the Bovard Auditorium Production Office (ADM-299B). Reservations are made on a first-come, first-served basis.
- The client will be notified by mail regarding confirmation of the reservation request.
- If the event is scheduled, the BPO will call or email the client to discuss the details and payment for the event.
- Reservations must be made at least 25 business days in advance. **NO ADVERTISING CAN BE DONE BEFORE YOUR WRITTEN CONFIRMATION IS RECEIVED.** In addition, advertising may not indicate that the University of Southern California is sponsoring the event without the express written consent of Bovard Auditorium.

FACILITY FEE SCHEDULE

- In order to secure your reservation a \$300 (On Campus Groups and Departments) and a \$500 (Off Campus Departments) nonrefundable deposit in the form of a cashier's check, money order, internal requisition, credit card (Visa, MasterCard, and Discover) is required within in (5) business days of the acceptance of your reservation request.
- A cleaning and damage deposit in the form of a cashier's check, money order, internal requisition, or credit card (Visa, MasterCard, or Discover) for \$1,000 is due 15 business days prior to your event.
- Fees will be determined by the nature of your event.
- Mandatory fees include BPM assessed set-up and tear-down time (labor and building rental).
- All fees must be paid 15 business days in advance.
- **FUNDRAISERS:** Bovard Auditorium is a revenue-centered facility. Your rates cannot be reduced.

CLEANING AND DAMAGE DEPOSIT

- A cleaning and damage deposit is required for all events. The client assumes responsibility for the behavior of the audience and participants during their program as well as the responsibility, through their own efforts or through a financial obligation to Bovard Auditorium, to return the facility to its pre-event state and condition after the event.
- Damage deposits are based on the nature of an event as well as on the BPO's experiences with the client's previous events. The client will be asked to complete a "Facility Checklist" with a Bovard House Manager prior and following the event. Return of all or a portion of the cleaning and damage deposit will be based on the information provided on this form.

- **DEPARTING:** All equipment (rental or otherwise), props, signs, clothing, etc. from your event must be vacated from the facility at the end of your event unless otherwise arranged in writing with a BPM before you arrive on the premises. Extended times will result in additional costs.
- We accept no responsibility for any equipment left on the premises before, during, or after your event.

CANCELLATION/NO SHOW POLICY

- If a reservation is canceled more than 15 business days prior to the event, provided Bovard or USC has not incurred expenses reasonably required to provide the requested facilities or other services, any pre-paid fees (except the nonrefundable deposit) will be refunded. If a reservation is canceled within 15 business days, rental fees will be assessed. If a reservation is canceled within 10 business days, rental and 50% of staffing fees will be refunded. If a reservation is canceled within 5 business days of the event, all fees will be withheld.
- If a reservation is not canceled but the event is not held, all fees and deposits will be withheld.
- Reservation changes or cancellations must be made in writing by the same individual who initiated the original request. Please see payment timetable regarding specific deadlines.

THE UNIVERSITY OF SOUTHERN CALIFORNIA RESERVES THE RIGHT TO CANCEL ANY EVENT IF FEE DEADLINES ARE NOT MET, IF THE GROUP DOES NOT COMPLY WITH USC POLICIES AND PROCEDURES, OR IF USC OFFICIALS CANNOT ENSURE THE SAFETY OF STUDENTS, FACULTY, STAFF, AND/OR VISITORS. THIS MAY OR MAY NOT INCLUDE SHUTTING DOWN AN EVENT ALREADY IN PROGRESS.

ADDITIONAL SERVICES AND APPROVALS

Many events require the services or approval of other departments such as the Bookstore, Hospitality Services, Parking, Department of Public Safety, and USC Ticket Office. If event falls into this category, the client must return the Service Approval Form indicating compliance with the appropriate department's policies and procedures at the time payment is made. Additional fees may be assessed, or requirements applied, by these other department based on the event's particular needs. At any time prior to the event, even after the client has received a reservation confirmation from the BPO, if university departments deem additional services are necessary for the event the client must comply with those requirements or the event will be canceled.

PAYMENT TIMETABLE

Within 5 business day of the acceptance of your request	At least 20 business days prior to event	15 business days prior	Within 15 business days	Within 10 business days	Within 5 business days
\$300 (on campus orgs/depts) \$500 (off campus) nonrefundable deposit which will apply to your rental	Scheduled with BPO Questionnaire completed and turned in	Payment of Rental and Staffing Fees and separate \$1000 Cleaning and Damages deposit. Facility and Services agreement signed and returned. All approvals must be obtained.	Cancellation loss of 100% of Rental fee. Changes incur 10% surcharge on individual change. Late fees applied at a rate of 5% per day.	Cancellation results in loss of 100% Rental fee and 50% of staffing fees. Changes incur 20% surcharge on each change.	Cancellation results in loss of all fees. Changes incur 25% surcharge on each change.

BOVARD AUDITORIUM LATE DEPARTURE AGREEMENT

Any event going overtime is billed to the client. This charge is one and one half times the regular employee staffing rate and one and one half times of the hourly building rental fee. Your ability to run late will also depend on the availability of the facility.