

Trojan Event Services Campus Venues for the USC Community

Make A Reservation (Outdoor)

COVID-19: To notify the university of a positive case of COVID-19, please call 213-740-6291 or email covid19@usc.edu.

This form will allow you to request non-Virtual EMS locations as well as the Piazza, McClintock Lawn and The Great Lawn at the University Village. The form allows you to place a reservation request for outdoor venues over which Trojan Event Services has jurisdiction. An Outdoor Production Manager will be in contact with you regarding the status of your reservation request, cost, and paperwork details. **Reservation requests must be submitted AT LEAST 6 weeks in advance. This applies to all outdoor locations requested through Trojan Event Services.**

- Non-university clients are not permitted to reserve outdoor venues during the academic year. During the summer, venue spaces are limited. Please speak with a Production Manager for permitted locations.
- Student organizations cannot reserve outdoor spaces during Welcome Week.
- If a student organization hosts an event during the summer, the primary contact must be a current USC student and member of the organization on the day of the event.
- ****TOMMY TROJAN:** Please note that nothing (ie, tables, chairs, tents, etc.) can be placed in front of Tommy Trojan. The use of that space requires your set-up to be to the left or right of Tommy Trojan. NOTHING can be placed in view of the statue. Your approved diagram must comply with this policy. If your set-up violates this policy on the day of your event, you will be asked to adjust your set-up.
- ****TOMMY TROJAN:** 1- 10'x10' size tent or pop-up is allowed for all reservations at Tommy Trojan/Hahn Plaza. If your set-up exceeds 1-10'x10' tent/pop-up, the Outdoor Production office can assist you with finding another location such as Trousdale or Alumni Park.
- Food trucks are allowed on Trousdale (near VKC), McCarthy Quad and Pardee Plaza only. No exceptions.
- Reservations are first-come, first-served. Refundable venue deposits are required for Tommy Trojan, McCarthy Quad, Alumni Park, and Founders Park. Please be as specific as possible when entering your request details. If you have any questions while filling out this form please contact us via email at odprod@usc.edu or call us at 213-740-6728.
- The outdoor spaces can not be used for consecutive, multi-day events. Nor more than 2 consecutive days.

Student Organization Co-Sponsorship

- All student organization events require a [TES Co-sponsorship Form](#) to be completed as per Trojan Event Services policy. Please note the additional requirements of TES as included on

the form.



[files/2015/10/McCarthy-Quad.jpg]. **USC Village Catering Inquiry**

If you are hosting an event at the Village with food, you must first complete the link below to request catering from a USC Village restaurant:

[USC Village Catering Inquiry Form](https://uscvillage.com/shops/?category=catering) [https://uscvillage.com/shops/?category=catering]

NOTE: You are required to submit this inquiry and obtain a quote before exploring catering options outside the USC Village, if so desired.

Amplified Sound Policy

In general, amplified sound is permitted in Hahn Plaza at Tommy Trojan from 12pm-1pm, Monday through Friday.

- Large amplified sound events (bands, DJs, dances, performances, etc.) may request the use of amplified sound after 6pm-11pm on Fridays or 8am-11pm Saturday and Sunday.
- Small amplified sound events (welcome speeches, lectures, announcements, etc.) will be accommodated on a case by case basis.
- All amplified sounds events are booked at the discretion of the Trojan Event Services.
- Amplified sound events may not disrupt previously scheduled events or academic classes.
- No more than one amplified sound event may take place at one time.
- Note: TES does not provide our stage, audio equipment or staffing for events at the University Village.

Event Dates Requested

Date #1 *

10 / 18 / 2022 


MM DD YYYY

Date #2:

10 / 18 / 2022 

MM DD YYYY

Date #3:

10 / 18 / 2022 

MM DD YYYY

Would you like to reserve multiple dates for your event? If so, please list all additional dates requested.

Will your event require any additional dates for setup/teardown?

Sponsoring Organization(s) and Client Details

Sponsoring Organization (No abbreviations)

*

Organization Type *

Please select an answer 

First Contact Name *

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First

Last

Cell Phone *

Work Phone Number

Email *

Second Contact Name

First Last

Cell Phone

Email

Will this event be co-sponsored? *

- Yes
- No
- I am not sure at this time.

Co-Sponsoring Organization *

Organization Type *

Contact Name *

First Last

Email *

Cell Phone *

Times Requested

Please fill these out to the best of your knowledge.

Setup Start Time *

 : AM

HH MM AM/PM

Event Start Time *

 : AM

HH MM AM/PM

Event End Time *

 : AM

HH MM AM/PM

Tear Down/Clean Up Completed By *

:

HH MM AM/PM

Venue(s) Requested

Are you hoping to reserve a single venue or multiple venues? *

- One venue
 More than one venue

Please select the venue location(s) you would like to reserve: *

- Alfred Hancock Foundation (AHF) Lawn
- Alumni Park
- Associates Park
- Argue Plaza (NOT AVAILABLE BETWEEN NOW & DEC. 31, 2022)
- CAS Lawn
- Crocker Plaza
- Dr. Medicine Crow Bldg. (NOT AVAILABLE BETWEEN NOW AND DEC. 31, 2022 - formerly VKC)
- Founders Park
- EF Hutton Park and Ampitheatre
- Fred Fagg, Jr. Gardens (BBQ Pits)
- Hahn Plaza/Tommy Trojan
- McCarthy Quad
- Pardee Plaza (NOT AVAILABLE BETWEEN NOW AND DEC. 31, 2022))
- PED Steps (Meyer Plaza)
- Queens Courtyard (NOT AVAILABLE BETWEEN NOW AND DEC. 31, 2022)
- SOS Lawn
- Trousdale - All Quadrants
- Trousdale Q1 - Exposition to Downey
- Trousdale Q2 - Downey to Childs
- Trousdale Q3 - Childs to Hellman
- Trousdale Q4 - Hellman to 34th
- University Village Piazza
- McClintock Lawn - IIV Space

Meemlock Lawn - UV Space

Great Lawn - UV Space

Will you accept an alternate location if your first choice is not available? *

Yes

No

Event Information

Event Name *

Event Type *

Description of Event *

Has this event happened at USC before? If yes, please list the previous event date and location. *

Event Setup Details *

Event Timeline

Does your event include props? (i.e., fake weapons, swords, etc.) *

Select an answer ▼

Please check the box below if you will be renting or setting up any of the listed equipment: *

- None, we are using the venue empty
- Tents
- Tables
- Chairs
- Linens, Dishware, Catering Supplies
- BBQs or other Cooking Equipment
- Outdoor Staging
- Outdoor Lighting
- Outdoor Heaters
- Sound System/PA
- Generator(s)
- Bounce Houses or Other Party/ Carnival Equipment
- Balloons, Banners, Decorations, Floral Arrangements
- Other

If other, please describe.

Please list the vendors (name and contact information) that will be providing the above rentals.

Total Expected Attendance? *

And of those attendees, how many will be minors (under 18 years old)?:

Will you be fundraising? *

Will you be serving food or beverages? *

Will you be bringing food trucks? *

Will you be serving alcohol? *

Will you be filming your event? *

Will your event involve amplified sound or musical instruments? *

- Yes
- No

If yes, please describe your amplified sound in detail:

Equipment Rental

Trojan Event Services maintains a sound system, lights and stage which can be rented for your event (additional fees apply).

Which items would you like to request?

NOTE: Your request is not confirmed until you have completed the TES Outdoor Equipment Request Form, signed the ESR with the costs and payment received.

The TES Sound System is not available to support events in the USC Village (Great Lawn, McClintock or Village Piazza.)

The TES Stage can only be placed at Hahn

The TES stage can only be placed at Main Plaza, Founders Park and McCarthy Quad. *

- I do not need to rent any equipment from Trojan Event Services
- TES Sound System
- TES Stage (Stage can not be set up on grass)
- TES Lighting System

Number of 6'x8' stage pieces requested:

Please describe the technical components of the of the event in detail.

Do you plan on marketing your event? If so, via what platform or method? *

- No
- Yes, platform or method:

Maximum of 250 characters. *Currently Used: 0 characters.*

Anything else we should know?

Requirements for Outdoor Events

All outdoor events require the approval of the following departments:

- Department of Public Safety
- Fire Safety and Risk Management
- Facilities Planning Management (FPM)
- Transportation Services
- Hospitality Services (if serving food)

- Hospitality Services (if serving food)
- Filming Office (if event is being filmed)
- Cultural Relations and University Events (if event involves celebrities, dignitaries, or political leaders)

A Trojan Event Services Production Manager will advise you on the requirements for departmental approval. Fees may apply.

Important Details

OUTDOOR VENUES

▶ [Make A Reservation \(Outdoor\)](#)

[Virtual EMS Reservation Procedure](#)

[Outdoor Venue Questionnaire](#)

[Outdoor Technical Rider](#)

[Vendor Space Request](#)

[Equipment & AV Rentals](#)

[Outdoor Rental Rates](#)

[Outdoor Staffing Rates](#)

[Explore Outdoor Venues](#)

[Outdoor Venue Diagrams](#)

[University Village Diagram](#)

[University Village Piazza Diagram](#)

[Lightpole Banners](#)
