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#### Reserved Activity/Event Procedure:

Tampa - Student group and USF Departments should review the <u>Student Organization Event and</u> <u>Meeting Services Policies</u> for information on planning and scheduling events through the <u>Marshall</u> <u>Student Center</u>.

For Signage, Space Management and Non-Student Sponsored Events, refer to <u>USF Policy 6-028</u>: <u>Activities, Signage and Use of Public Space</u>.

Events outside of the Marshall Student Center sponsored by USF Departments or USF related organizations should use the <u>Reserved Activity Request</u> process.

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#### Alcohol:

Refer to the <u>USF Policy #30-023 Alcohol Policy</u> for policy guidelines and the approval process to serve alcohol at events.

#### Parking:

USF departments that are sponsoring or co-sponsoring an event on campus shall request parking permits

- 5. Tents larger than 120 square feet (10'X12') will require a permit from <u>USF Building Code</u> <u>Administration</u> for tent installation and inspections prior to performance and occupancy. These tents shall have a current certificate of flame retardant on the tent with a copy sent to EH&S. Allow a minimum of two (2) weeks for review and approval of permit documents.
- 6. Containers for liquefied petroleum gases shall be installed not less than 60 inches (1525 mm) from any ten n **a**f

requirements of NFPA 96.

- 5. Cooking equipment that produces grease-laden vapors shall have protection supplied by fireextinguishing equipment.
- 6. Fire extinguishing systems must be current with certification within the last 6 monthsTd(6.)Tj/TTast 1907 difficience