



## ANDRUS GERONTOLOGY CENTER EVENT REGISTRATION AND ROOM RENTAL AGREEMENT

The ANDRUS GERONTOLOGY CENTER is staffed between 8:30 a.m. and 5:00 p.m. Mondays through Fridays.

User agrees to enforce the **NO SMOKING** and **NO FOOD OR DRINK** regulations except in the Courtyard. If refreshments are served in the courtyard, cleaning up afterwards is the responsibility of the user. (U.S.C. Catering Service can offer assistance for food service at ext. 05956/Room Service ext. 06801). Food may not be served in the following rooms GER 124 and GER 224.

Furniture removal or rearranging is not allowed unless written notice and approval by the Business Office is obtained. If furniture is needed, please contact Physical Plant at, X-06833. Report all equipment malfunction (lights/heating/AC/etc.), furniture in disrepair, and other facility problems to the Gerontology Business Office, x-06060, GER 101, MC 0191. Please be sure to include the time needed for setup and take down within the time requested. Please note that our patio is used by many parties, therefore if third party rental equipment is used during your event, please be sure to take down the equipment and set it aside for your rental pickup. This is to ensure that the patio is ready, should there be another event. Failure to takedown equipment will result in the cleaning deposit being charged. **FACILITIES MUST BE RETURNED TO THEIR ORIGINAL CONDITION UPON COMPLETION OF THE EVENT.**

For audio-visual assistance, recording of programs, PowerPoint, etc. please contact Jim Alejandre at 213-448-6796 [jalejand@usc.edu](mailto:jalejand@usc.edu). If you are going to need an attendant during your event there will be additional fees. See fee schedule.

**Please have ONE responsible person, act as your liaison** between the people participating in your event and our office. (The nearest public telephone is located in front of PSA on McClintock Ave., just north of the Gerontology Center.)

Payment and rental agreement are due a week prior to the reservation. Notify the Business Office X-06060 of any cancellation, time or date change by telephone or e-mail ([gerobiz@usc.edu](mailto:gerobiz@usc.edu)) as soon as possible.

<b>RENTAL FEES</b>			
FACILITIES AVAILABLE	¼ DAY – 2 HRS	½ DAY – 4 HRS.	WHOLE DAY
<i>Auditorium (accommodates 230)</i>	\$350.00	\$650.00	\$500.00
<i>Room 224 (accommodates 60)</i>	\$200.00	\$300.00	\$500.00
<i>Patio- with room rental</i>	\$100.00	\$150.00	\$300.00
<i>Patio – without room rental</i>	\$200.00	\$300.00	\$600.00

\*\*\* In addition to the rental fee we require an Internal Requisition in the amount of \$100.00 as a cleaning deposit. If additional cleaning to the facility is necessary by Building Services after your event, we will process the I.R., otherwise it will be returned to your department no later than ten days after your event.

**PLEASE FILL OUT THE ATTACHED SHEET AND RETURN IT TO ASTRID COOK, DAVIS SCHOOL OF GERONTOLOGY, ROOM 101, MC0191.**



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Please return original copy of this form to Gerontology Business Office, Room 101, MC 0191 by \_\_\_\_\_ with a requisition in the amount of \$\_\_\_\_\_, and a **separate** Internal Requisition as a cleaning deposit in the amount of **\$100.00**. Thank you!

### AV/AUDIO FEES

<i>Attendant Fee (AV Assistance)</i>	<b>\$250/HR</b>
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**I HAVE READ THE EVENT REGISTRATION/ROOM RENTAL AGREEMENT AND I AGREE TO COMPLY WITH IT.**

DEPARTMENT \_\_\_\_\_

CAMPUS ADDRESS \_\_\_\_\_

RESPONSIBLE PERSON \_\_\_\_\_ CAMPUS PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ DATE(S)/TIME(S) \_\_\_\_\_

ROOM(S) \_\_\_\_\_ PURPOSE OF MEETING \_\_\_\_\_

PUBLICITY **YES**    **NO**    (Send a copy of Publicity)    NO. OF PEOPLE EXPECTED \_\_\_\_\_

Please have your copy of these policies and the EVENT REGISTRATION/ROOM RENTAL agreement with you during your event. A copy of these policies will be posted in the Auditorium and is on file with the Business Office in Gerontology, Room 101.

**PLEASE SIGN AND RETURN ORIGINAL COPY OF THIS AGREEMENT TO:  
gerobiz@usc.edu | GER 101 | MC 0191**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_