

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Thursday, April 11, 2024									
7:00 AM	7:00 AM	12:00 AM	12:00 AM	▶ MSC MSC Atrium	Stock (2)	Center for Student Involvement	Confirmed	DH	126251
				USF Week Balloon Display	Other	Kaylee Ayres 813-974-9837			438822
Notes									
Blocked for USF Week Balloons and Display Case									
7:00 AM	7:00 AM	12:00 AM	12:00 AM	▶ MSC Showcase Table E	Stock (2)	Center for Student Involvement	Confirmed	DH	126251
				USF Week Balloon Display	Other	Kaylee Ayres 813-974-9837			438807
Notes									
Not using, blocked due to use of Atrium									
7:00 AM	7:00 AM	12:00 PM	12:00 PM	MSC Showcase Table M	Stock (2)	Center for Student Involvement	Confirmed	DH	126251
				USF Week Balloon Display	Other	Kaylee Ayres 813-974-9837			449123
Notes									
Not using, blocked due to use of Atrium									
7:00 AM	7:00 AM	12:00 AM	12:00 AM	▶ MSC Showcase Table N	Stock (2)	Center for Student Involvement	Confirmed	DH	126251
				USF Week Balloon Display	Other	Kaylee Ayres 813-974-9837			438819
Notes									
Not using, blocked due to use of Atrium									

◀ ▶ Indicates event starts on previous day or ends on next day

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Thursday, April 11, 2024									
8:00 AM	9:00 AM	5:00 PM	6:00 PM	MSC 3707	Classroom (20)	Student Affairs Conferencing	Confirmed		127731
				Jin Shin Jyutsu 5 Day Basic Course Featuring Kelly Mount	Meeting	Elizabeth Sorenson 974-5450			443528
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Client will provide own laptop									
Furnishings									
1 Podium									
1 6' Banquet Tables									
next to the podium									
10 6' School Tables									
2 per 6 foot tables									
20 Chairs (MSC)									
2 6' Banquet Tables									
registration table set up inside the room									
4 Chairs (MSC)									
Miscellaneous									
1 Admin Process Fee									
Notes									
Client will provide 5 massage tables and set up in the rear of the room									
F&B Approved - Store bought snacks and drinks									
No table cloths requested									
SEE DIAGRAM									

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Thursday, April 11, 2024									
9:30 AM	9:30 AM	12:30 PM	12:30 PM	MSC 2708	Custom setup (1)	Orthodox Christian Campus	Confirmed	CK	130521
				RAINSITE - OCCM event	Exhibition/Showcase	Ministries Megan Ghobrial 941-350-5666 Fady George Attalla 813-368-9578		*	454092
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Furnishings									
7 6' Banquet Tables									
23 Chairs (plaza room)									
Points of Clarification									
1 Serving Food in the MSC									
If you plan on serving food at your event/meeting, a food release form must be submitted at least three business days prior to your event/meeting to your MSC Event Planner. Food will not be permitted without submitting this form. Please visit the Forms and Documents page on our website to find this form. Once your form is approved you will receive an updated confirmation stating you are approved to serve food.									
1 Rain Site - Organization									
2708 has been reserved as a rain site. Please contact the Building Manager at 813-422-4651 by _7:30AM_ to let them know if you will be continuing with your event outdoors or moving to your rain site. Once a location has been set it cannot be changed. If your rain call is not made in time we may not be able to accommodate all of the furnishings, equipment, etc requested.									
1 Painting in the MSC									
Painting is only permitted in MSC 2708 and outdoor locations. All paint must be water-based paint. All brushes/supplies must be rinsed in the custodial closet on the second floor by the restrooms. Do not rinse in the bathroom sinks. Please cover all tables with plastic tablecloths and do not pour paint water down sinks/toilets in the bathroom or in the grass. To unlock the custodial closet please contact the Building Manager at 813-422-4651.									

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Thursday, April 11, 2024									
9:30 AM	10:00 AM	12:15 PM	12:30 PM	MSC OS MSC AMP	Theatre (50)	Orthodox Christian Campus	Confirmed	CK	130521
				OCCM event	Exhibition/Showcase	Ministries Megan Ghobrial 941-350-5666 Fady George Attalla 813-368-9578		*	452789
Description of Event									
A club events with stations, activities, crafts, food, drinks, snacks, fellowship and fun.									
Furnishings									
7 6' Banquet Outdoor Tables									
23 Chairs (outdoor-GREEN)									
Notes									
games, food, stations about the orthodox church activities:									
painting and jenga									
Points of Clarification									
1 Serving Food in the MSC									
If you plan on serving food at your event/meeting, a food release form must be submitted at least three business days prior to your event/meeting to your MSC Event Planner. Food will not be permitted without submitting this form. Please visit the Forms and Documents page on our website to find this form. Once your form is approved you will receive an updated confirmation stating you are approved to serve food.									
1 Rain Site - Organization									
___2708___ has been reserved as a rain site. Please contact the Building Manager at 813-422-4651 by ___7:30am___ to let them know if you will be continuing with your event outdoors or moving to your rain site. Once a location has been set it cannot be changed. If your rain call is not made in time we may not be able to accommodate all of the furnishings, equipment, etc requested.									
1 Painting in the MSC									
Painting is only permitted in MSC 2708 and outdoor locations. All paint must be water-based paint. All brushes/supplies must be rinsed in the custodial closet on the second floor by the restrooms. Do not rinse in the bathroom sinks. Please cover all tables with plastic tablecloths and do not pour paint water down sinks/toilets in the bathroom or in the grass. To unlock the custodial closet please contact the Building Manager at 813-422-4651.									
10:45 AM	11:00 AM	12:00 PM	12:15 PM	MSC 3701	Stock (13)	Center for Student Involvement	Confirmed	DH	129941
				CAB Executive Board Meeting	Meeting	Juan Sefair 813-593-7534			449234
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									

◀ ▶ Indicates event starts on previous day or ends on next day

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Thursday, April 11, 2024									
11:00 AM	11:30 AM	2:30 PM	3:00 PM	MSC 3700	Stock (50)	Student Government	Confirmed	ES	130814
				SG Faculty Appreciation Day	Other	Stella Alcantara Dias Chianello (813) 449-3863 Jennifer Brien 813-974-3776			453696
A/V Media									
1 In-Room Computer w/ Keyboard									
Group will use the virtual meeting equipment									
Notes									
Student Government will be handing out boxed lunches provided by Aramark for Faculty Appreciation Day. Participants will only be picking up lunch in this room and will be eating elsewhere on campus.									
Food Approved - Aramark									
12:15 PM	12:30 PM	2:30 PM	2:45 PM	MSC Showcase Table M	Stock (4)	Center for Student Involvement	Confirmed	DH	129889
				Campus Activities Board Tabling	Other	Kaylee Ayres 813-974-9837			449122
Furnishings									
2 6' Banquet Tables									
2 tables with 2 chairs each, set in front of clock tower.									
Group is not using actual showcase table,									
4 Chairs (MSC)									
Notes									
Food provided in the Atrium must be provided by Aramark.									
12:30 PM	12:30 PM	1:30 PM	1:30 PM	MSC 3701	Conference (15)	Refresh	Confirmed	CK	129522
				Refresh Prayer Meeting	Meeting	Deon Smith 904-234-8914 Alana Glenn 813-510-0387			448207
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Points of Clarification									
1 Serving Food in the MSC									
If you plan on serving food at your event/meeting, a food release form must be submitted at least three business days prior to your event/meeting to your MSC Event Planner. Food will not be permitted without submitting this form. Please visit the Forms and Documents page on our website to find this form. Once your form is approved you will receive an updated confirmation stating you are approved to serve food.									

◀ ▶ Indicates event starts on previous day or ends on next day

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Thursday, April 11, 2024									
2:00 PM	7:00 PM	11:00 PM	12:00 AM	▶ MSC 2100 Prefunction	Stock (2)	Center for Student Involvement	Confirmed	DH	126250
				USF Week Rocky's Birthday Bash	Other	Kaylee Ayres 813-974-9837		*	438799
Furnishings									
2 6' Banquet Tables									
4 Chairs (MSC)									

◀ ▶ Indicates event starts on previous day or ends on next day

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Thursday, April 11, 2024									
2:00 PM	7:00 PM	11:00 PM	12:00 AM	▶ MSC 2100ABC	Stock (2)	Center for Student Involvement	Confirmed	DH	126250
				USF Week Rocky's Birthday Bash	Other	Kaylee Ayres 813-974-9837		*	438798
A/V Media									
				1	Microphone (Wireless)				
				1	PowerPoint				
				1	Spotify/YouTube				
				1	Full Stage Wash				
				1	NOTE				
					Rec/Well to bring their own speaker/microphone. Concerns regarding amount of space and speaker size have been expressed. If our system is needed to be used this is okay. Add lav microphone day off (if needed) and note in log.				
Furnishings									
				6	Staging (30 in. high)				
					stage sections are 6X8				
				2	Stage Stairs w/ Handles				
				9	6' Banquet Tables				
					2 tables with no chairs for catering				
					1 table with 2 chairs in corner of C				
					6 tables with 7 chairs each for Casino Games				
				42	Chairs (MSC)				
				2	Chairs (MSC)				
					SEE DIAGRAM				
				1	Pipe/Drape				
					black pipe and drape for photo back drop				
				12	5' Round Tables				
				96	Chairs (MSC)				
Miscellaneous									
				1	Staging setup				
					small stage setup				
Notes									

◀ ▶ Indicates event starts on previous day or ends on next day

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Thursday, April 11, 2024									
				Rec & Well to teach line dancing					
				Casino Games					
				USF Catering providing water					
				Décor/Cleanup:					
				*No Glitter or Confetti					
				*No Candles/Flames/Burners					
				*Balloons must be weighted at all times					
				*Blue painters' tape must be used for anything hung on walls					
				**If there is excessive cleanup needed by the MSC Team following the event, cleanup charges will apply.					
				BUILDING MANAGER: Please note, there are two diagrams. One for event if outdoors is used and one for rain call. Mechanical Bull to move into Ballroom if it rains.					
				Personnel - Sound Tech from 2:00 PM to 12:00 AM					
				1 A/V Sound Technician					
				The number of Sound Technicians and hours may vary based on event needs, times, etc.					

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Thursday, April 11, 2024									
2:00 PM	7:00 PM	11:00 PM	12:00 AM	▶ MSC OS MLK StageFount	Stock (2)	Center for Student Involvement	Confirmed	DH	126250
				USF Week Rocky's Birthday Bash	Other	Kaylee Ayres 813-974-9837		*	438800
A/V Media									
				2 Flood Lights - Work Lights					
Furnishings									
				15 Stanchions - Black (Outdoor)					
				Stanchion count not exact - SEE DIAGRAM					
				1 6' Banquet Outdoor Tables					
				check in table placed outside of Stage Fountain					
				2 Chairs (outdoor-GREEN)					
Notes									
				Mechanical Bull					
				- 25ft by 25ft Footprint					
				- Vendor arriving around 5pm					
				- Unloading by the Bookstore/MSC					
				- Cleaned up and exited by 12am					
				- COI received					
				Mechanical Bull to move indoors in the event it rains.					
Points of Clarification									
				* 1 Rain Site - Department					
				The Ballroom has been reserved as a rain site. Please contact the Building Manager at 813-422-4651 by 12p to let them know if you will be continuing with your event outdoors or moving to your rain site. Once a location has been set it cannot be changed. If your rain call is not made in time we may not be able to accommodate all of the furnishings, equipment, etc requested. Note, you will be charged for the rental of both venues for the event.					

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Thursday, April 11, 2024									
2:00 PM	7:00 PM	11:00 PM	12:00 AM	▶ MSC OS MSC AMP	Stock (2)	Center for Student Involvement	Confirmed	DH	126250
				USF Week Rocky's Birthday Bash	Other	Kaylee Ayres 813-974-9837		*	438802
Furnishings									
				14 5' Outdoor Rounds					
				SEE DIAGRAM					
				112 Chairs (outdoor-GREEN)					
				6 6' Banquet Outdoor Tables					
				Check in table with 2 chairs					
				1 table onstage with 2 chairs					
				4 tables with 2 chairs each					
				12 Chairs (outdoor-GREEN)					
Notes									
				*	DIY desert terrarium				
					Bulls Media				
					Décor/Cleanup:				
					*No Glitter or Confetti				
					*No Candles/Flames/Burners				
					*Balloons must be weighted at all times				
					*Blue painters' tape must be used for anything hung on walls				
					**If there is excessive cleanup needed by the MSC Team following the event, cleanup charges will apply.				
					Activity will be moved to Centre Gallery if it rains.				

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Thursday, April 11, 2024									
2:00 PM	7:00 PM	11:00 PM	12:00 AM	▶ MSC OS MSC Bulls Patio	Stock (2)	Center for Student Involvement	Confirmed	DH	126250
				USF Week Rocky's Birthday Bash	Other	Kaylee Ayres 813-974-9837		*	438801
A/V Media									
1 Flood Lights - 360 Lights									
Furnishings									
6 6' Banquet Outdoor Tables									
SEE DIAGRAM									
2 Chairs (outdoor-GREEN)									
Notes									
Stuff a Plush Station									
Rocky's Birthday Cake - USF Catering									

◀ ▶ Indicates event starts on previous day or ends on next day

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Thursday, April 11, 2024									
2:00 PM	7:00 PM	11:00 PM	12:00 AM	▶ MSC OS MSC Plaza	Stock (2)	Center for Student Involvement	Confirmed	DH	126250
				USF Week Rocky's Birthday Bash	Other	Kaylee Ayres 813-974-9837		*	438797
A/V Media									
3 Flood Lights - 360 Lights									
1 Flood Lights - Work Lights									
Furnishings									
1 6' Banquet Outdoor Tables									
2 Chairs (outdoor-GREEN)									
20 Stanchions - Black (Outdoor)									
Set to side of petting zoo area until vendor is finished setting. Stanchion count NOT exact. Stanchions to be set along perimeter (as seen on the diagram)									
Notes									
Petting Zoo Vendor									
Vendors are responsible for the animals and must maintain control of them. Animals are not permitted to run/fly at-large on any streets, unimproved lots or premises within the boundaries of USF properties. Animals should not be left unattended.									
Vendor will need access to the fire lane on the east side of the building, leading to the Bookstore. (This is the newer fire lane). We will need to remove bollards by 5pm so the truck can back in this area, up to the corner of the Plaza Lawn. They are unable to go further than this. They are not able to park in this area.									
Bollards can be put back after they load in and will need to be taken out for load out at 11pm. Replace after they have exited.									
CSI must have a staff member present for the loading and unloading.									
BUILDING MANAGER: Vendor will need access to water. Please assist them with access to the water by Chick Fil A.									
Lawn Games on Plaza Lawn									
Personnel - Sound Tech from 5:00 PM to 12:00 AM									
1 A/V Sound Technician									
The number of Sound Technicians and hours may vary based on event needs, times, etc.									
Set all lights outdoors									
Move to Ballroom if outdoor events are cancelled									

◀ ▶ Indicates event starts on previous day or ends on next day

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Thursday, April 11, 2024									
3:00 PM	3:00 PM	12:00 AM	12:00 AM	▶ MSC Showcase Table M	Stock (2)	Center for Student Involvement	Confirmed	DH	126251
				USF Week Balloon Display	Other	Kaylee Ayres 813-974-9837			438825
Notes									
Not using, blocked due to use of Atrium									
4:30 PM	5:00 PM	8:00 PM	8:30 PM	MSC 3700	U-Shape (20)	SG - Bulls Media	Tentative		129072
				Bulls Media - Thread Workshops	Meeting	Lira Akhmetova 813-739-9945			446984
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Client will provide own laptop									
Notes									
Existing U-Shape Set up									
Food Release Form is required no less than 3 days before the meeting date									
Points of Clarification									
1 Serving Food in the MSC									
If you plan on serving food at your event/meeting, a food release form must be submitted at least three business days prior to your event/meeting to your MSC Event Planner. Food will not be permitted without submitting this form. Please visit the Forms and Documents page on our website to find this form. Once your form is approved you will receive an updated confirmation stating you are approved to serve food.									

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Thursday, April 11, 2024									
5:00 PM	5:00 PM	6:45 PM	6:45 PM	MSC 2705	Conference (13)	American Marketing Association	Confirmed	CK	129885
				Case Meeting- American Marketing Association	Meeting (Recurring)	Chris Wong 305-504-4703 Tejasvini Calambakkam +1(203) 560-3344			449104
				A/V Media					
				1 HDMI Cable (Laptop to Projector)					
				If your laptop requires an adaptor to connect to HDMI, you will need to provide this.					
				Description of Event					
				American marketing association Case study committee meeting. a small group of members meet weekly to work on and plan a case study project assigned by AMA nationals.					
				Points of Clarification					
				1 Serving Food in the MSC					
				If you plan on serving food at your event/meeting, a food release form must be submitted at least three business days prior to your event/meeting to your MSC Event Planner. Food will not be permitted without submitting this form. Please visit the Forms and Documents page on our website to find this form. Once your form is approved you will receive an updated confirmation stating you are approved to serve food.					
5:00 PM	5:00 PM	6:45 PM	6:45 PM	MSC 2707	Theatre (51)	American Society of Mech Engin	Confirmed	DH	128572
				ASME at USF - Present-A-Bull	Lecture	Diego Andriani 8138975506 Gabriel Jacomini Monteiro Barros Silva 813- 809-5982			445547
				A/V Media					
				1 HDMI Cable (Laptop to Projector)					
				If your laptop requires an adaptor to connect to HDMI, you will need to provide this.					
				Furnishings					
				1 Podium					
				2 6' Banquet Tables					
				Notes					
				NOTE TO ORG: This reservation counts as a social					
				Points of Clarification					
				1 Serving Food in the MSC					
				If you plan on serving food at your event/meeting, a food release form must be submitted at least three business days prior to your event/meeting to your MSC Event Planner. Food will not be permitted without submitting this form. Please visit the Forms and Documents page on our website to find this form. Once your form is approved you will receive an updated confirmation stating you are approved to serve food.					

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Thursday, April 11, 2024									
5:00 PM	5:00 PM	6:45 PM	6:45 PM	MSC 2703	Classroom (20)	Introduction Student Investment Organization	Confirmed	CK	130819
				Speaker about Stocks	Lecture	Maria Antonia Fialho de Omena Jesus 954-257-1052 Sayaka Koganezawa 8136478914			453712
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Furnishings									
1 Podium									
Points of Clarification									
1 Serving Food in the MSC									
If you plan on serving food at your event/meeting, a food release form must be submitted at least three business days prior to your event/meeting to your MSC Event Planner. Food will not be permitted without submitting this form. Please visit the Forms and Documents page on our website to find this form. Once your form is approved you will receive an updated confirmation stating you are approved to serve food.									
5:00 PM	5:00 PM	6:45 PM	6:45 PM	MSC 2702	U-Shape (24)	Model United Nations	Confirmed	CK	128451
				Model United Nations Meeting	Meeting (Recurring)	Yesenia De Rosas Tenchipe 813-764-6296 Rujul Soman 656-214-1491			445141
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Furnishings									
1 Podium									
Points of Clarification									
1 Serving Food in the MSC									
If you plan on serving food at your event/meeting, a food release form must be submitted at least three business days prior to your event/meeting to your MSC Event Planner. Food will not be permitted without submitting this form. Please visit the Forms and Documents page on our website to find this form. Once your form is approved you will receive an updated confirmation stating you are approved to serve food.									

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Thursday, April 11, 2024									
5:00 PM	5:15 PM	6:45 PM	7:00 PM	MSC 2708	Banquet Setup (50)	PrevCare	Confirmed	CK	128515
				Boba Night	Other	Vivian Nong 407-409-2941 Nupur Kothari 727-272-3193			445416
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
1 Microphone (Wireless)									
Description of Event									
We will announce the new e-board and serve boba to the students.									
Furnishings									
4 6' Banquet Tables									
9 5' Round Tables									
1 Podium									
74 Chairs (plaza room)									
Notes									
food approved - magic tea and coffee									
Points of Clarification									
1 Serving Food in the MSC									
If you plan on serving food at your event/meeting, a food release form must be submitted at least three business days prior to your event/meeting to your MSC Event Planner. Food will not be permitted without submitting this form. Please visit the Forms and Documents page on our website to find this form. Once your form is approved you will receive an updated confirmation stating you are approved to serve food.									
5:30 PM	5:30 PM	7:15 PM	7:15 PM	MSC 3708	Theatre (45)	Biology Club	Confirmed	CK	128837
				Speaker Series	Lecture	*Isiah Reilly 9547401910 *Jennifer Bainbridge 262-357-4755			446254
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Furnishings									
1 Podium									
Points of Clarification									
1 Serving Food in the MSC									
If you plan on serving food at your event/meeting, a food release form must be submitted at least three business days prior to your event/meeting to your MSC Event Planner. Food will not be permitted without submitting this form. Please visit the Forms and Documents page on our website to find this form. Once your form is approved you will receive an updated confirmation stating you are approved to serve food.									

◀ ▶ Indicates event starts on previous day or ends on next day

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Thursday, April 11, 2024									
5:30 PM	7:00 PM	11:00 PM	12:00 AM	▶ MSC Center Gallery	Custom setup (1)	Center for Student Involvement	Confirmed	DH	126250
				USF Week Rocky's Birthday Bash	Other	Kaylee Ayres 813-974-9837		*	452819
Furnishings									
				2 6' Banquet Tables					
				6 Chairs (MSC)					
Notes									
				* Caricature Artist and Silhouette Artist					
				RAIN SITE:					
				In the event it rains, the Centre Gallery should be set with 6 rounds of 8. (Banquet setup for 48)					
				desert terrarium to be moved indoors and Caricature artist and silhouette artist to move to the Ballroom.					
				Excessive cleanup in any spaces, will result in a cleanup fee.					
5:30 PM	5:30 PM	7:15 PM	7:15 PM	MSC 3705	Theatre (50)	Central American Student Alliance	Confirmed	DH	128978
				General Meeting with CENSA	Meeting	Diego Siguenza Aleman 813-367-6114 Ana Victoria Conde 813-395-3858			446676
A/V Media									
				1 HDMI Cable (Laptop to Projector)					
				If your laptop requires an adaptor to connect to HDMI, you will need to provide this.					
Furnishings									
				1 Podium					
				2 6' Banquet Tables					
Points of Clarifcation									
				1 Serving Food in the MSC					
				If you plan on serving food at your event/meeting, a food release form must be submitted at least three business days prior to your event/meeting to your MSC Event Planner. Food will not be permitted without submitting this form. Please visit the Forms and Documents page on our website to find this form. Once your form is approved you will receive an updated confirmation stating you are approved to serve food.					

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Thursday, April 11, 2024									
5:30 PM	5:30 PM	7:15 PM	7:15 PM	MSC 3712	Hollow Square (20)	Club Creole	Confirmed	CK	130031
				Club Creole E-Board Meeting	Meeting	Philrosen Luchy Monfiston Sejour 863-317-4108 Melissa Felix 813-562-8949			449468
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Points of Clarification									
1 Serving Food in the MSC									
If you plan on serving food at your event/meeting, a food release form must be submitted at least three business days prior to your event/meeting to your MSC Event Planner. Food will not be permitted without submitting this form. Please visit the Forms and Documents page on our website to find this form. Once your form is approved you will receive an updated confirmation stating you are approved to serve food.									
5:30 PM	5:30 PM	7:15 PM	7:15 PM	MSC 3713	Theatre (30)	Florida PIRG Students at USF	Tentative	CK	130887
				Move Night with PIRG	Other	Arjun Manohar 8139287374 Annabelle Folsom 864-559-1149			453815
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Description of Event									
Movie night hangout									
Furnishings									
1 6' School Tables									
1 Podium									
Points of Clarification									
1 Showing a Movie in the MSC									
You have indicated that you will be showing a movie at this event. You must have a license to publicly show a movie in order to host a movie night event in the Marshall Student Center. Owning or renting a copy of the movie does not confer the license to publicly use it. To show a movie at your event in the Marshall Student Center, please follow the guidelines listed on the "Showing a Movie in the MSC" PDF which can be found on our Forms and Documents page on the MSC website.									
1 Serving Food in the MSC									
If you plan on serving food at your event/meeting, a food release form must be submitted at least three business days prior to your event/meeting to your MSC Event Planner. Food will not be permitted without submitting this form. Please visit the Forms and Documents page on our website to find this form. Once your form is approved you will receive an updated confirmation stating you are approved to serve food.									

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Thursday, April 11, 2024									
5:30 PM	5:30 PM	7:15 PM	7:15 PM	MSC 3711	Theatre (50)	National Student Speech Lang	Confirmed	CK	129158
				NSSLHA General Body Meeting 3	Meeting	Hearing Assoc Olivia Lemert 407-577-0015 Helena Angelakis 516-384-4205			447117
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Furnishings									
2 6' Banquet Tables									
1 Podium									
Points of Clarification									
1 Serving Food in the MSC									
If you plan on serving food at your event/meeting, a food release form must be submitted at least three business days prior to your event/meeting to your MSC Event Planner. Food will not be permitted without submitting this form. Please visit the Forms and Documents page on our website to find this form. Once your form is approved you will receive an updated confirmation stating you are approved to serve food.									
5:30 PM	5:30 PM	7:15 PM	7:15 PM	MSC 3704	Theatre (40)	P.R.I.D.E. Alliance	Confirmed	CK	129014
				PRIDE Meeting	Meeting (Recurring)	Marco D'ascoli 786-614-7932 Ali (Khalifah) Allah 727-645-9703			446789
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Description of Event									
PRIDE Alliance Weekly Meetings									
Furnishings									
1 Podium									
1 6' Banquet Tables									
Points of Clarification									
1 Serving Food in the MSC									
If you plan on serving food at your event/meeting, a food release form must be submitted at least three business days prior to your event/meeting to your MSC Event Planner. Food will not be permitted without submitting this form. Please visit the Forms and Documents page on our website to find this form. Once your form is approved you will receive an updated confirmation stating you are approved to serve food.									

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Thursday, April 11, 2024									
5:30 PM	5:30 PM	7:15 PM	7:15 PM	MSC 3709	Theatre (60)	Sister's United Muslim Association	Confirmed	NB	128592
				SUMA Halaqa	Lecture	T'ny Cargill 561-542-4372 Ayisha Necholi 8133579492			445594
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Furnishings									
2 6' Banquet Tables									
1 Podium									
Points of Clarification									
1 Serving Food in the MSC									
If you plan on serving food at your event/meeting, a food release form must be submitted at least three business days prior to your event/meeting to your MSC Event Planner. Food will not be permitted without submitting this form. Please visit the Forms and Documents page on our website to find this form. Once your form is approved you will receive an updated confirmation stating you are approved to serve food.									
5:45 PM	5:45 PM	7:30 PM	7:30 PM	SLT MSC 3308	Classroom (30)	Rhapsody Club	Tentative	CK	130166
				Rhapsody Club	Campus-wide	Kadeem Thomas 813-412-9127 Ell Kandl 813-841-3617			449699
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Description of Event									
Poetry event									
Furnishings									
1 Podium									
Personnel - Event Staff from 5:00 PM to 8:00 PM									
2 Event Staff									
The number of Event Staff and hours may vary based on event needs, attendance, times. etc.									
Points of Clarification									
1 Serving Food in the MSC									
If you plan on serving food at your event/meeting, a food release form must be submitted at least three business days prior to your event/meeting to your MSC Event Planner. Food will not be permitted without submitting this form. Please visit the Forms and Documents page on our website to find this form. Once your form is approved you will receive an updated confirmation stating you are approved to serve food.									

◀ ▶ Indicates event starts on previous day or ends on next day

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Thursday, April 11, 2024									
7:00 PM	7:00 PM	8:45 PM	8:45 PM	MSC 2702	U-Shape (30)	Association of Latino Professionals for America	Confirmed	DH	128879
				ALPFA Weekly meetings.	Meeting (Recurring)	Eric Javier Torres 352-406-8643 Galo Rebelo 772-203-2951			446400
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Description of Event									
Association of Latin Professionals for America Weekly meetings									
Furnishings									
1 Podium									
Points of Clarification									
1 Serving Food in the MSC									
If you plan on serving food at your event/meeting, a food release form must be submitted at least three business days prior to your event/meeting to your MSC Event Planner. Food will not be permitted without submitting this form. Please visit the Forms and Documents page on our website to find this form. Once your form is approved you will receive an updated confirmation stating you are approved to serve food.									
7:00 PM	7:00 PM	8:45 PM	8:45 PM	MSC 2703	Classroom (30)	Sparks Magazine	Confirmed	NB	128776
				Sparks Magazine at USF	Meeting (Recurring)	Amy Pham 813-836-6304 Fariah Ansari 813-765-6933			446059
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Description of Event									
Sparks Magazine at USF general body meetings, workshops, and socials									
Furnishings									
1 Podium									
Points of Clarification									
1 Serving Food in the MSC									
If you plan on serving food at your event/meeting, a food release form must be submitted at least three business days prior to your event/meeting to your MSC Event Planner. Food will not be permitted without submitting this form. Please visit the Forms and Documents page on our website to find this form. Once your form is approved you will receive an updated confirmation stating you are approved to serve food.									

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Thursday, April 11, 2024									
7:00 PM	7:00 PM	8:45 PM	8:45 PM	MSC 2705	Conference (15)	Students Protecting the Environment & Animals	Confirmed	NB	130130
				SPEAK General Body Meeting	Meeting	Allyson Caine 2398396483			449637
				A/V Media					
				1 HDMI Cable (Laptop to Projector)					
				If your laptop requires an adaptor to connect to HDMI, you will need to provide this.					
				Description of Event					
				Speak General Body Meeting					
				Points of Clarification					
				1 Serving Food in the MSC					
				If you plan on serving food at your event/meeting, a food release form must be submitted at least three business days prior to your event/meeting to your MSC Event Planner. Food will not be permitted without submitting this form. Please visit the Forms and Documents page on our website to find this form. Once your form is approved you will receive an updated confirmation stating you are approved to serve food.					
7:00 PM	7:00 PM	8:45 PM	8:45 PM	MSC 2707	Theatre (30)	Thrift and Consignment Club	Confirmed	NB	130827
				Clothing Swap	Meeting	*Caden Spokas 813-614-4935			453726
						*Charlotte Rego 239-860-0323			
				A/V Media					
				1 HDMI Cable (Laptop to Projector)					
				If your laptop requires an adaptor to connect to HDMI, you will need to provide this.					
				Furnishings					
				2 6' Banquet Tables					
				1 Podium					
				Notes					
				No sales to take place.					
				Points of Clarification					
				1 Serving Food in the MSC					
				If you plan on serving food at your event/meeting, a food release form must be submitted at least three business days prior to your event/meeting to your MSC Event Planner. Food will not be permitted without submitting this form. Please visit the Forms and Documents page on our website to find this form. Once your form is approved you will receive an updated confirmation stating you are approved to serve food.					

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Thursday, April 11, 2024									
7:30 PM	7:30 PM	9:15 PM	9:15 PM	MSC 3705	Theatre (90)	CRU	Confirmed	DH	128407
				Cru Connect	Meeting (Recurring)	Ana Laura Alcantara Nascimento 813-897-2911 Lia Compton 386-316-2166			444977
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Furnishings									
2 6' Banquet Tables									
1 Podium									
Points of Clarification									
1 Serving Food in the MSC									
If you plan on serving food at your event/meeting, a food release form must be submitted at least three business days prior to your event/meeting to your MSC Event Planner. Food will not be permitted without submitting this form. Please visit the Forms and Documents page on our website to find this form. Once your form is approved you will receive an updated confirmation stating you are approved to serve food.									
7:30 PM	7:30 PM	9:15 PM	9:15 PM	MSC 3713	Theatre (10)	Lotus Flower Project: Eating Disorder Recovery Chandee De Jesús 978-908-0269	Confirmed	CK	129015
				Lotus Flower Project: Eating Disorder Recovery Support Group	Meeting	Hendranie Henry 407-535-1496			446801
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Description of Event									
Lotus Flower Project Support Group									
Furnishings									
1 Podium									
1 6' Banquet Tables									
Points of Clarification									
1 Serving Food in the MSC									
If you plan on serving food at your event/meeting, a food release form must be submitted at least three business days prior to your event/meeting to your MSC Event Planner. Food will not be permitted without submitting this form. Please visit the Forms and Documents page on our website to find this form. Once your form is approved you will receive an updated confirmation stating you are approved to serve food.									

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Thursday, April 11, 2024									
7:30 PM	8:00 PM	9:15 PM	9:30 PM	MSC 3707	Custom setup (60)	Neg Kreyol	Tentative	CK	128739
				Mental Well being	Conference	Samuel St. Louis 786-541-4889 Gerrid Jean-Louis 561-260-8577			445953
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
1 Microphone (Wireless)									
handheld									
Description of Event									
Info Session on health									
Furnishings									
1 Podium									
56 Chairs (MSC)									
2 6' Banquet Tables									
Points of Clarification									
1 Serving Food in the MSC									
If you plan on serving food at your event/meeting, a food release form must be submitted at least three business days prior to your event/meeting to your MSC Event Planner. Food will not be permitted without submitting this form. Please visit the Forms and Documents page on our website to find this form. Once your form is approved you will receive an updated confirmation stating you are approved to serve food.									
7:30 PM	7:30 PM	9:15 PM	9:15 PM	MSC 3712	Hollow Square (10)	New Image in Jesus Club	Confirmed	CK	129285
				New Image In Jesus Club	Meeting	Jessie M Nwokoye 813-580-1921 Branden Perez 954-374-3481			447725
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Points of Clarification									
1 Serving Food in the MSC									
If you plan on serving food at your event/meeting, a food release form must be submitted at least three business days prior to your event/meeting to your MSC Event Planner. Food will not be permitted without submitting this form. Please visit the Forms and Documents page on our website to find this form. Once your form is approved you will receive an updated confirmation stating you are approved to serve food.									

◀ ▶ Indicates event starts on previous day or ends on next day

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Thursday, April 11, 2024									
7:30 PM	7:30 PM	9:15 PM	9:15 PM	MSC 3711	Theatre (50)	Pre-Health Association of Minority Students	Confirmed	CK	129487
				Pre-Health Association of Minority Students Meeting	Meeting (Recurring)	Nikhita Athipathy 508-654-8777 Ito Ukpung 656-200-5711			448113
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Description of Event									
Bimonthly meetings for PHAMS organization									
Furnishings									
2 6' Banquet Tables									
1 Podium									
Points of Clarification									
1 Serving Food in the MSC									
If you plan on serving food at your event/meeting, a food release form must be submitted at least three business days prior to your event/meeting to your MSC Event Planner. Food will not be permitted without submitting this form. Please visit the Forms and Documents page on our website to find this form. Once your form is approved you will receive an updated confirmation stating you are approved to serve food.									
7:30 PM	7:30 PM	9:15 PM	9:15 PM	MSC 3709	Theatre (75)	Reformed University Fellowship	Confirmed	CK	128397
				New Student meetings	Meeting (Recurring)	Ty Seabaugh 573-579-6887 Ginger Vernon 850-766-3004			445093
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Furnishings									
2 6' Banquet Tables									
1 Podium									
Notes									
food approved - publix									
Points of Clarification									
1 Serving Food in the MSC									
If you plan on serving food at your event/meeting, a food release form must be submitted at least three business days prior to your event/meeting to your MSC Event Planner. Food will not be permitted without submitting this form. Please visit the Forms and Documents page on our website to find this form. Once your form is approved you will receive an updated confirmation stating you are approved to serve food.									

◀ ▶ Indicates event starts on previous day or ends on next day