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For public events, the University of South Alabama requires that the event sponsoring agency have a one million dollar liability insurance policy with an annual aggregate policy of three million dollars in effect to cover the event(s). Organizations or individuals who need assistance acquiring such coverage should contact USA's Risk Management Office (251-460-6232). Proof of the required insurance must be on file with the Department of Music before any public event may commence. Events canceled due to lack of insurance will forfeit deposits, pending review.

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For public events, a scheduling and damage deposit per room per event is required. The deposit(s) must be on file with the Department of Music in order for the event to remain officially scheduled on the department calendar. If the event is canceled within 14 calendar days of the event date, the scheduling and damage deposit is nonrefundable, pending review. If the facility is damaged during use (by the user or event attendees), the deposit is forfeited and the user will be responsible and billed directly for damages in excess of the deposit. If final payment for use of the facility is not made more than 14 calendar days in advance of the event date, the event may be canceled and the deposit forfeited, pending review.

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All public events will be scheduled through the events coordinator in USA's Department of Music. Events are officially on the calendar only upon receipt and approval of the application and receipt of the scheduling/damage deposit. Events not officially on the calendar may be removed at any time pending receipt of another entity's approved materials. Events may also be removed from the calendar if final payment for use of the facility is not

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