

Tommy's Tour Visitation Agreement

University of Southern California

Please read and maintain a copy of our Group Tour Visitation Agreement, agreed to upon submission of your group visit request.

1. I understand that by submitting a reservation with the University of Southern California, I have read and acknowledged all aspects of this agreement. The University of Southern California maintains the right to cancel or not accept any future requests if any part of the agreement is not maintained.
2. If any part of the visit needs to be adjusted, I will communicate this via email to tommystours@usc.edu the day before our program or at least 2 hours prior to the start time (*i.e. removing welcome, removing student panel when applicable, needing to shorten tour, etc.*).
3. I understand that there are designated drop-off points for groups arriving by bus or large van. I have reviewed the [Passenger Unloading and Bus Parking](#) document. I understand that the USC Admission Center does not pay for onsite or offsite parking and I will assume responsibility for this expense.
4. I understand that it is recommended that my group **arrive on campus 20-30 minutes** prior to our scheduled tour to allow adequate time for drop off, parking and check-in. Groups who will be eating on campus and/or wanting to visit the USC bookstore should plan to do so either before or after their program. We will ensure that all members have had an opportunity to [eat, drink and use restroom facilities](#) prior to the start time.
5. I understand that if my entire group is running more than **10 minutes late** to the designated starting point, the USC Admission Center cannot guarantee they will be able to accommodate the originally scheduled agenda, this includes having portions of the program removed/shortened and/or being sent on a self-guided tour. If an unforeseen incident delays our arrival, I will notify the USC Admission Center (213-740-6605) immediately.
6. **We will have at least one adult chaperone for every 10 students and chaperones will stay with the group during the duration of our visit. The students providing the tour are not serving as chaperones and will rely on those chaperones in attendance to monitor each group's actions.** As the coordinator for the group tour, I will ensure timely submission of all chaperones' first and last names, along with their email addresses.
7. I understand that the USC Admission Center can only accommodate the number of students noted in our reservation. Additional students will not be allowed on the tour and will be given self-guided tours as an alternative.
8. USC is committed to promoting the safety and wellbeing of all who visit our campus, especially minors. If the visiting group includes minors, it is the chaperone's responsibility to supervise the youth at all times while on campus. Chaperones attending the group visit maintain the responsibility of all students during the group tour and students younger than 18 must sign a permission form to attend the group tour (to be collected by the group tour organizer only). I agree that each attending chaperone has recently cleared a background check for our school/organization and completed an appropriate youth protection training.
9. USC nurtures an environment of mutual respect and tolerance. As members of the USC community, we treat everyone with respect and dignity. While Group Tour guests are visitors on our campus, we expect them to act as members of our community. It is the chaperone's responsibility to control excessive talking, remain with the group at all times of the visit, and monitor any actions or language that are not appropriate for a campus tour. **If guests do not treat their tour guide and other members of our campus community with respect and dignity, Student Ambassadors and the USC Admission Center reserves the right to end the tour at any time.** Please refer to the [USC Integrity and Accountability Code](#) for more information.

If I need to cancel, I will cancel my reservation at least three (3) business days before the visit by contacting the USC Admission Center at 213-740-6605 or tommystours@usc.edu.