

Event Services Meeting Room Reservation Request

Meeting Room (s) Requested _____

Pre-Access: _____:_____ AM PM

Event Date(s) _____

Event Start: _____:_____ AM PM

Expected Attendance _____

Event End: _____:_____ AM PM

Department/Organization _____

Post-Access: _____:_____ AM PM

Event Name _____

Main Contact: _____

Title: _____

Billing Address: _____

Phone Number: _____

City _____ State _____ Zip Code _____

Email Address: _____

Event Type: Meeting Reception Conference Other _____

Meeting Rooms are setup Theater Style unless arrangements are made with the ES office. There is a \$35 fee for custom setups:

- Theater Style: Rows of chairs with one seminar table and 2 chairs in the front of the room (default, no charge)
- Banquet Style: Round tables with 8 people each (\$35 setup fee)
- Classroom Style: Rows of tables and chairs (\$35 setup fee)
- Hollow Square Style: Tables and chairs in an open square (\$35 setup fee)
- Conference Style: Tables and chairs in closed square (\$35 setup fee)
- Other Style (\$35 setup fee)

Please describe your event: _____

Audio Visual Services:

What are your AV Requirements? Please check all that apply No AV Requirements

- Microphone (s) how many? _____ LCD Projector Camera Recording Live Streaming
- Podium Teleconference Background Music Other: _____

Misc. Easel (s) how many? _____ A-Frame (s) how many? _____

The Student Union has a full-service A/V department and will work to meet all A/V needs. **A/V equipment from outside sources such as personal equipment is prohibited in the Student Union, unless approved by the Event Services Manager.**

Will you be using slides and/or video? Yes (fill out below) No

Please describe: _____

On-Campus Rates for Campus Departments and Student Organizations

SJSU Student Organizations will be eligible for student rates only if the event is organized and/or created by the student organization, and the main contact/event coordinator is an active officer of the organization. SJSU Departments will pay department rates only if the event is organized and/or created by a staff/faculty member of the department, and the main contact/event coordinator is a current staff/faculty member of the department. Co-sponsorships are not permitted. SJSU Student Organizations and/or departments found attempting to do a co-sponsorship will be subject to the loss of scheduling privileges for the remainder of the current academic semester, as well as the cancellation of the event.

Food Services: We will have food We will not have food

All food must be approved by Event Services Management. Food and Beverage approval forms are obtained in the Event Services Office. **Unauthorized food and beverages may be confiscated. If using an outside caterer please refer to the Event Services Approved Caterer List.**

Signature: _____

Please check this box after the Rules Agreement form has been read, initialed, and signed (see next page for full Rules Agreement)

Event Services Meeting Room Reservation Request Rules Agreement Form

In order to create a quality meeting experience for all users, please adhere to the following:

- Only persons allowed to use Meeting Room Projector and/or Screen Controls are SUAV Technicians assigned to Meeting Rooms by request.
- Meeting Room attendance must be within posted Fire Code maximum capacities for whatever style room is set to accommodate.
- Furniture should be replaced to original position (at start of meeting) prior to departure after meeting.
- Meeting Room furniture is not to be moved into adjacent hallway(s) and furniture in hallway(s) is not to be moved into Meeting Room.
- Meetings where food or beverages will be consumed must have a Food and Beverage Approval Form on file in Event Services Office and approval should be indicated on Meeting Room Door Card.
- **Helium filled balloons are not allowed in the Student Union by order of the state fire marshal.**
- Air Horns are not allowed in the Student Union.
- Thumbtacks or push pins may not be used on any Meeting Room wall.
- Items may not be affixed to Meeting Room walls except with blue “painters tape”.
- **Do not apply pressure to any acoustic paneled walls.**
- Standing on tables and chairs is not allowed.
- Use of glitter, glitter glue, confetti, candles, or sand is not allowed.
- Groups must leave room at scheduled meeting end time to allow for refresh or reset of room prior to next scheduled use, and/or to facilitate building closing procedures.

Violation of any of these rules will be reported to Event Services Office and result in a written warning, which may include assessment of post-use set up, clean up, and/or other fees. Second violations, or delayed payment of assessed fees may result in loss of scheduling privileges.

Client agrees to indemnify, defend, and hold harmless the Student Union, Inc. of San Jose State University, San Jose State University, the Trustees of California State University and the State of California, their officers, agents and employees from any and all liability, claim, loss, cost or obligation on account of or arising out of any injury, death or damage to persons or to property from whatever cause where such injury, death or damage is connected with the event, use or services scheduled.

I, on behalf of, and as an authorized agent of the above named organization, agree to abide by the policies of San Jose State University and the Student Union, Inc. regarding the use of facilities. I have read and understand all policies regarding fees, cancellations and no shows.

Print Name _____ Signature _____ Date _____