

Student Union, Inc.
AV & Event Services
One Washington Square
San Jose, CA 95192-0155
408-924-6300 | student-union-events@sjsu.edu
sjsu.edu/studentunion

Event Services Ballroom Reservation Request Form

Ballroom Sections Requested _____

Green Room Usage Yes No

Event Date(s) _____

Pre-Access: _____ : _____ AM PM

Expected Attendance _____

Event Start: _____ : _____ AM PM

Department/Organization: _____

Event End: _____ : _____ AM PM

Event Name _____

Post-Access: _____ : _____ AM PM

Main Contact: _____

Title: _____

Billing Address: _____

Phone Number: _____

City _____ State _____ Zip Code _____

Email Address: _____

Event Type: Banquet/Dinner Orientation/Training Guest Speaker/Presentation Other: _____
 Cultural Event Award Ceremony Gala _____
 Career Fair Resource Fair Town Hall

Describe your event: _____

Selling Tickets? No Yes (if yes, discuss at meeting)

Please describe: _____

Equipment & Services: The Student Union has a full-service Operations and AV department. All equipment from outside sources must be approved.

Audio Visual Services: Check all that apply: No AV Requirements

Microphone (s) how many? _____ LED Screen Projector Basic Stage Lighting

Camera & Recording Teleconference DJ (insurance required) Up Lighting

Livestream Other: _____

I will: Use my own laptop device for presenting. **OR** Need a laptop device provided by Event Services office for presenting.

Operations Equipment and Services

Easels: How many? _____ A-Frames: How many? _____

Will there be musical entertainment? Yes (fill out below) No

Use of music on campus for events and programs must comply with SJSU/SU Music License requirements with BMI, ASCAP, SESAC, and Global Music through their respective websites: BMI.com, ASCAP.com, SESAC.com, and GlobalMusic.com.

Type of performer(s): _____

Performer(s) contact information: _____

Please describe the technical requirements for the performance(s): _____

Student Union Ballroom and Theater events are required to meet with the Event Services Manager. Please call (408) 924-6300 to schedule an appointment at least 30 days prior to your event to get on the meetings calendar. Event cancellations must be made no later than (5) business days prior to your scheduled meeting and or event date to avoid charges for pre-scheduled labor or any event related costs. For Off-Campus Organizations, a 50% deposit is required to hold event space and full payment is required (30) days prior to the scheduled event date unless otherwise specified by the Event Services Manager.

Please check this box that the Rules Agreement form has been read, initialed, and signed.

Signature: _____

