

Event Services Campus Reservation Request

For Classrooms, Spartan Memorial, & Spartan Complex Gyms

Campus Location(s) Requested: _____ Pre-Access: _____ : _____ AM PM

Date(s) of Event: _____ Event Start: _____ : _____ AM PM

Expected Attendance: _____ Event End: _____ : _____ AM PM

Event Name: _____ Post-Access: _____ : _____ AM PM

Organization / Department: _____

Main Contact: _____ Title: _____

Billing Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____ Email: _____

Event Type: Meeting Recreation Performance
 Induction Ceremony Other: _____

Please describe event: _____

Technical Needs: Yes No If yes, please list provider: _____

Campus Location Use Agreement Rules

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

- Food & Beverage are not allowed inside any campus location.
- Furniture must not be moved, added, or removed from any campus location.
- No decorations are allowed to be adhered to any campus location walls or windows.
- In Classrooms: The noise level must remain at a minimum. Classes must not be disturbed at any time.
- Singing and musical instruments are prohibited at all times.
- In SPX Gyms: The advisor or coach must be present at all times.
- 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.
- Failure to comply with rules may result in a written warning and potential 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: _____