

# Event Services Meeting Room Reservation Request

Meeting Room (s) Requested \_\_\_\_\_

Pre-Access: \_\_\_\_\_:\_\_\_\_\_

Event Date(s) \_\_\_\_\_

Event Start: \_\_\_\_\_:\_\_\_\_\_

Expected Attendance \_\_\_\_\_

Event End: \_\_\_\_\_:\_\_\_\_\_

Department/Organization \_\_\_\_\_

Post-Access: \_\_\_\_\_:\_\_\_\_\_

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.

- Theater Style: Rows of chairs with one seminar table and 2 chairs in the front of the room
- Banquet Style: Round tables with 8 people each
- Classroom Style: Rows of tables and chairs
- Hollow Square Style: Tables and chairs in an open square
- Conference Style: Tables and chairs in closed square
- Other Style

Please describe your event: \_\_\_\_\_

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

**Audio Visual Services:** Please check all that apply:  No AV Requirements

- Microphone (s) how many? \_\_\_\_\_  LCD Projector  Background Music
- Camera & Recording  Teleconference  Easels: \_\_\_\_\_  A-Frames: \_\_\_\_\_
- Podium  Livestream  Other: \_\_\_\_\_

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

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](http://BMI.com); [ASCAP.com](http://ASCAP.com); [SESAC.com](http://SESAC.com); and [GlobalMusic.com](http://GlobalMusic.com).

**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.**

## 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.

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 \_\_\_\_\_