

EXTERIOR/OUTDOOR EVENTS REQUEST FORM

Organization/
Department: _____ Today's Date: _____

Requestor or
Primary Contact: _____ Phone: _____

Email: _____ Mobile: _____

Address: _____

EVENT TYPE

Meeting Speaker Series Festival Dance Concert Other: _____

Event Title: _____

Event Location(s): _____

Example of outdoor locations: Tower Hall Lawn (North or South), Smith/Carlos Lawn, Bell Rose Garden, Sweeney Hall Courtyard, Boccardo Courtyard, 7th Street Paseo or other outdoor locations.

Event Date(s): _____ Day of Week: _____

Event Time(s): Start: _____ AM/PM End: _____ AM/PM

Set-Up/Clean-Up Start: _____ AM/PM End: _____ AM/PM

Estimated

Attendance: _____ Admission Fee: _____ Monetary Transaction: YES NO

Ages of
attendees: _____ years Attendance Affiliation: _____ % SJSU Community _____ % Non

NOTE: If event is estimated over 250+ may require UPD approval and there maybe a separate charge for security purposes.
http://www.sjsu.edu/police/policies_forms/special_event_request_form/index.html

Event Description:

A site floor plan **must** be submitted to Facilities Development & Operations (FD&O) **with request at least 30 days** prior to the event. At a minimum the items listed below shall be shown and identified on the plans/diagram;

1. Location of all grandstands, stages, tents, temporary fencing, cooking areas, generators, vendors, etc.
 - a) Tents or canopies require dimensions/size referenced, including if open on all sides, closed on all sides, two, three sides, etc.
2. Location of tables and chairs and/or chair rows.
3. Location of all exits, path of travel to exits, and specify all exit and exit aisle widths

4. Location of fire extinguishers and electrical panels

5. Emergency access for fire equipment must be provided

Technical Services: YES NO Type: _____

Provider: _____

Note: If SU Event Services will be assisting with Technical needs you must contact the Technical Coordinator at (408) 924-6321 or (408) 924-6308 to coordinate the event. Failure to do so at least 21 DAYS prior to event, will lead to cancellation of the event.

Food/Drink: YES NO List Provider: _____

Note: If outside catering is being used for event, please follow the university policy regarding catering . Link:
http://www.sjsu.edu/finance/policies_guidelines/catering/

ADDITIONAL SERVICES needed, please submit a service request through the *iservice* desk at the following link:
<http://www.sjsu.edu/fdo/>

SR# _____ Example of additional services needed: Sprinklers (turned off), additional trash cans, electrical support, access to restrooms and/or building unlocks.

Traffic & Parking/FD&O: Parking for vendors for event. Requesting assistance with proper location for unloading/loading with vendor delivery of items such as tables/chairs/canopies/etc.

Risk Management: Additional liability insurance maybe required for your events, please refer to the guidelines and forms referenced at the following link: http://www.sjsu.edu/finance/about_us/risk_mgmt/insur_req/spec_events/

SELLING OF GOODS: YES NO

A minimum daily fee of \$300.00, payable in advance, will be required for commercial vendor access to campus through student organization representation. A higher fee may be applicable based upon cost of goods to customers, anticipated sales volume, campus services requested, and/or the amount of space required for a specific activity. University Strategic Sourcing and Leadership must be included in all negotiations prior to final contract agreement for student organizations.

Checks to be made payable to San Jose State University and deposited to the Bursar's Office located in the SSC Building, cashier's window #1.

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 regarding the use of facilities. I have read and understand all policies.

Advisor/Chair of Dept./Dean/MPP

SJSU ID#

Date

Section below is for FD&O review and comments:

Approved:

Denied:

Comments/Conditions: