

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
☐ Cultural Event ☐ Award Ceremony ☐ Gala
☐ Career Fair ☐ Resource Fair ☐ Town Hall

Describe your event: _____

☐ Theater Style: Rows of Chairs ☐ Banquet Style: Round Table with ☐ 8 or ☐ 10 Chairs ☐ Resource Fair: 6ft table with 2 chairs

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

For non-university events where the majority of attendees are from off campus, fees will be applied.

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? _____ ☐ Projector ☐ Basic Stage Lighting

☐ Camera & Recording ☐ DJ (insurance required) ☐ Up Lighting

☐ Livestream or Zoom ☐ Other: _____

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

Operations Equipment and Services

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

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 Director. Event cancellations must be made no later than (5) business days prior to your scheduled 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 Director.

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

Signature: _____

Event Services Ballroom Reservation Request Rules Agreement Form

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

- Only persons allowed to use Ballroom Projector and/or Screen Controls are SUAV Technicians assigned to Ballroom by request.
- Ballroom 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.
- Ballroom furniture is not to be moved into adjacent hallway(s) and furniture in hallway(s) is not to be moved into Ballroom.
- Meetings where food or beverages will be consumed must have a Food and Beverage Approval Form on file in Event Service.
- 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, push pins, and tape may not be used on any Ballroom wall or on any drapes.
- Items may not be affixed to Ballroom walls. Please see Event Services staff.
- Do not apply pressure to any acoustic paneled walls.
- Standing on tables and chairs is not allowed.
- Use of glitter, glitter glue, confetti, candles, sand, or soil is not allowed.
- Groups must leave room at scheduled event end time to allow for refresh or reset of room prior to

Violation of any of these rules will be reported to the Event Services office,
which may result in additional fees for damage or extra cleaning.

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

All food must be approved by the 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: _____

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 if the event is organized and/or created by a current staff/faculty member of the department. Co-sponsorships are not permitted.

Signature: _____

Client agrees to indemnify, defend, and hold harmless the Student Union, Inc. of San Jose State University, San Jose State University, Chartwells Higher Education, 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: _____