

Event Services Campus Reservation Request For Classrooms & 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 Agreement Rules & Policies

Please read and initial each policy.

- _____ 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, 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: _____