

Event Services Meeting Room Reservation Request

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Meeting Room (s) Requested _____

Pre-Access: _____:_____ ☐ AM ☐ PM

Event Date(s) _____

Event Start: _____:_____ ☐ AM ☐ PM

Expected Attendance _____

Event End: _____:_____ ☐ AM ☐ PM

Department/Organization _____

Post-Access: _____:_____ ☐ AM ☐ PM

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 ☐ Livestream or Zoom ☐ Easels: _____

☐ Podium ☐ Other: _____

Camera Recording, Livestream and Zoom requests will need to be coordinated with our AV team at least 3 weeks prior to your event date.

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.

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 is an active officer of the organization. SJSU Departments will pay department rates only if the event is organized by a current staff or faculty member of the department. Co-sponsorships are not permitted.

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

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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 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.
- **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 Meeting Room wall.
- **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 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 the Event Services office; which may result in additional fees for damage or extra cleaning.

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 _____