

Event Services Theater Reservation Request

Event Date(s) _____

Expected Attendance _____

Department/Organization: _____

Event Name _____

Main Contact: _____

Billing Address: _____

City _____ State _____ Zip Code _____

Event Type: ☐ Banquet/Dinner in Courtyard ☐ Orientation/Training ☐ Guest Speaker/Presentation
☐ Cultural Event in Courtyard ☐ Award Ceremony ☐ Town Hall
☐ Career/Resource Fair ☐ Movie Screening ☐ Other: _____

Please describe your event: _____

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

Audio Visual Services:

What are your **AV Requirements**? Please check all that apply ☐ No AV Requirements

☐ Microphone (s) how many? _____ ☐ LCD Projector ☐ Basic Stage Lighting ☐ Stage Drape Lighting
☐ Camera Recording ☐ Live Band ☐ Live Stream or Zoom ☐ DJ (insurance required)
☐ Live Performance ☐ Other: _____

Misc. ☐ Easel (s) how many? _____ ☐ A-Frame (s) how many? _____ Selling Tickets? ☐ No ☐ Yes (if yes, discuss at meeting)

The Student Union has a full-service A/V department and will work to meet all A/V needs. A/V equipment from outside sources such as personal equipment is **prohibited** in the Student Union, unless approved by the Event Services Manager.

Will you need chairs, tables, or other items to be set on stage? ☐ Yes (if yes, describe) ☐ No

Please describe: _____

Will you use: ☐ your own laptop computer ☐ a laptop provided by Event Services

Will you be using slides and/or video? ☐ Yes (fill out below) ☐ No

Please describe: _____

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 event date, as to not incur 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.

Signature: _____



Please check this box after the Rules Agreement form has been read and signed (see next page for full Rules Agreement)

Event Services Theater 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 the Theater Projector and/or Screen Controls are SUAV Technicians assigned to the Theater by request.
- Theater 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.
- 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 Theater wall or drapes.
- Items may not be affixed to Theater walls. Please see Event Services.
- **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.

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 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 employ-ees 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: _____