

SAN JOSE STATE UNIVERSITY
UNIVERSITY HOUSING SERVICES
PUBLIC SPACE USE- POLICIES AND PROCEDURES

Statement of Policy

University Housing Services (UHS) has a variety of lounges, rooms and meeting spaces within the residential complex. These rooms are intended for use by housing staff and residents, as well as individuals and groups at the University who are sponsored by UHS, and/or support the goals/mission of UHS by providing a program to benefit University Housing Services and its residents. With the exception of break periods, these spaces are not available to the general public or for SJSU Faculty/Staff/Students. Interested SJSU Faculty/Staff/Students are encouraged to contact the Student Union, Associated Students, Academic Scheduling for available campus meeting room space, or San Jose City Hall for off campus meeting room space.

University Housing Services is committed to providing space for housing staff and residents for programming, recreation and hanging out. Due to the high demand for space and our limited space for residents, University Housing Services must limit the use of rooms to meetings, programs, and events in support of housing's mission to provide a safe, comfortable, convenient environment in which residents can learn and have fun.

Permit Process (CV Plaza and Courtyard)

Groups who wish to collaborate with UHS and use the Campus Village Plaza and/or Courtyard areas must submit the University Housing Services Reservation Request Form and receive approval in order to obtain a permit from UHS for use of the space. **All permit requests must be made in writing on the UHS Room Request Reservation Form and must be submitted by the 20th of the month prior to the event/use of space.**

Procedures

I. Set up/ Clean Up Procedures

- A. It is the responsibility of the user to set up and clean up the space reserved. The space should be left in good condition.
- B. Noise limitations do apply when using the Campus Village Plaza and/or Courtyard areas. Noise amplification is not allowed after quiet hours.
- C. All equipment, tables, chairs, etc for exterior events must be provided by the group. You can contact Danny Thomas Party Rentals for equipment if you need to rent.
- D. If you require a special set up, arrangements can be made through the UHS Facilities Department. All requests for special set-ups must be made 10 business days before the date of the reservation, no exceptions.

II. Responsibility of User

- A. All events must have a Housing Staff sponsor who is present for the duration of the event.
- B. The person/ group reserving the space is responsible for the behavior of all guests that enter the reserved area.
- C. Any damages, trash removal, etc will be billed to the person/ group reserving the area.
- D. Insurance Requirement- Depending on the type of event, person/group responsible may be required to provide proof of insurance, or participant waiver forms.

San José State University Housing Services Reservation Request Form

*All permit requests must be submitted to University Housing Services
by the 20th of the month prior to the event/use of space.*

I. Contact Information

Today's Date: _____

Organization/Department: _____

Name: _____ Phone: _____

Email: _____ Fax: _____

Alternate Contact Name: _____ Phone: _____

Housing Staff (Sponsor) Name: _____ Phone: _____

II. Event Information

Date of Event: _____ Attendance Number: _____

Location of Event: _____

Intended Audience (Circle all that apply): Students, Faculty, SJSU Staff, Other _____

Event Title: _____

Start time: _____ End time: _____

Actual Event Start Time if different from above: _____

Description of Event: _____

****Reserving group is responsible for set-up and clean up of the space (i.e., emptying trash, etc).**

Will the event be catered? Yes _____ No _____

****Reserving group is responsible for arranging catering services – no personal food allowed –
On site catering provided by Spartan Shops (408) 924-1900.**

Will you use the grass areas? Yes _____ No _____

****Reserving group is responsible for arranging to have the sprinklers turned off (if needed) at their own expense.
Please submit a request at the FD&O TMA ServiceDesk: <http://admtma.sjsu.edu/>**

Equipment required (Check all that apply):

- Electrical Hookup
- Water
- Other _____

When reserving space in the University Housing Services residential area, I assume responsibility for the following:

1. All event signage must be approved by University Housing Services 14 business days prior to the event.
2. Sponsoring Housing Staff must be present for duration of event.
3. I agree as an authorized agent to abide by the University and Housing policies and regulations.
4. Community disruptions and/or violations of the Code of Conduct caused by participants of my program/ event will be reported to the appropriate University official.
5. All guests must comply appropriately with all UHS staff requests.
6. I understand that University Housing Services reserves the right to terminate the program or event for failure to adhere to all guidelines.
7. Facility must be left in good condition upon the end of the program/ event.
8. Reimbursing Housing Services for damages which occurred during the duration of my event (i.e. trash/debris removal, vandalism, etc.).

Authorized Signature: _____

Printed Name: _____ Date: _____

Completed forms should be submitted to University Housing Services located on the 2nd floor of Campus Village Building B, Attn: Residential Life or sent via fax to (408) 795-5678.

Office Use Only:

Approved Signature: _____ Date: _____

Denied Reason: _____

Organization/Department notified: Date: _____ Method: _____