Event Services Ballroom Reservation Request Form

Student Union, Inc.
AV & Event Services
One Washington Square
San Jose, CA 95192-0155
408-924-6300 | student-union-events@sjsu.edu
sjsu.edu/studentunion

Ballroom Sections Requested Event Date(s) Expected Attendance Department/Organization: Event Name Main Contact: Billing Address:			Green Room Usage □ Yes □ No						
			Event Start: : AM						
								Zip Code	Email Address:
						• •	☐ Banquet/Dinner☐ Cultural Event☐ Career Fair	☐ Award Ceremony☐ Resource Fair	☐ Guest Speaker/Presentation ☐ Other: ☐ Gala ☐ Town Hall
						Describe your	event:		
						· ·	☐ No ☐ Yes (if yes, o	liscuss at meeting)	
						Operations Equ	e my own laptop device fo	Teleconference	
		nes. How many.							
Use of music on Global Music thr	campus for events and pro-		SU Music License requirements with BMI, ASCAP, SESAC, and SESAC.com, and GlobalMusic.com.						
	tact information:								
appointment at l prior to your sch tions, a 50% dep	least 30 days prior to your neduled meeting and or evo	event to get on the meetings cale ent date to avoid charges for pre-	Event Services Manager. Please call (408) 924-6300 to schedule an endar. Event cancellations must be made no later than (5) business days scheduled labor or any event related costs. For Off-Campus Organiza-juired (30) days prior to the scheduled event date unless otherwise						
Please ch		es Agreement form has been re	ead, initialed, and signed.						

Event Services Ballroom Reservation Request Rules Agreement Form

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 Services Office and approval should be indicated on Ballroom Door Card.
- 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 or push pins may not be used on any Ballrom wall.
- 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, or sand is not allowed.
- Groups must leave room at scheduled event 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 Event Services Office and result in a written warning, which may include assessment of post-use set up, clean up, and/or other fees. Second violations, or delayed payment of assessed

fees may result in loss of scheduling privileges. 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 staff/faculty member of the department, and the main contact/event coordinator is a current staff/faculty member of the department. Co-sponsorships are not permitted. SJSU Student Organizations and/or departments found attempting to do a co-sponsorship will be subject to the loss of scheduling privileges for the remainder of the current academic semester, as well as the cancellation of the event. Signature:

State University, 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

Client agrees to indemnify, defend, and hold harmless the Student Union, Inc. of San Jose State University, San Jose

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	Signatur	re	Date:	