

FACILITIES REQUEST FORM

Please Type Or Print Clearly

FACILITY/AREA REQUESTED _____ **REQUISITION#** _____
 (SJSU Depts.)
EVENT DATE(S) _____ **DAY(S) OF THE WEEK** _____ **ATTENDANCE** _____
ORGANIZATION _____ **EVENT NAME** _____
PRE-ACCESS ____ : ____ AM/PM **EVENT START** ____ : ____ AM/PM **EVENT END** ____ : ____ AM/PM **POST-ACCESS** ____ : ____ AM/PM

PERSON IN CHARGE _____ DAY PHONE () _____ OTHER PHONE () _____
 BILLING ADDRESS / STUDENT LIFE BOX # _____ E-MAIL ADDRESS _____
 CITY _____ STATE _____ (CAMPUS) ZIP _____

EVENT TYPE:
 ____ Concert ____ Conference ____ Dance ____ Meeting ____ Reception ____ Other _____
Room setups are AS IS unless arrangements are made with the Event Coordinator. Fees will be charged for custom setups.

Loma Prieta, Umunhum and Barrett Ballroom reservations are tentative until meeting with the Event Coordinator. Call (408) 924-6305 to schedule an appointment 30 days in advance. Cancellations must be made 30 days prior to the event date or a cancellation fee of up to \$200 will be charged. Payment in full is required three (3) weeks in advance.

STUDENT UNION RENTAL RATES
 For events in which the majority (50%) of attendees are not enrolled SJSU students, the Event Sponsor will be charged standard rates regardless of the status of the Event Sponsor. **Co-Sponsorships are not permitted.** INITIALS _____

AUDIO VISUAL SERVICES We will not need any A/V services. We would like the following items:
 ____ Overhead Projector ____ Slide Projector ____ TV/VCR ____ LCD Projector ____ Other _____
 The Student Union has a full-service A/V department and will work to meet all A/V needs. All events with live music or DJ's must be approved by the A/V Supervisor. **A/V equipment from outside sources such as Academic Technology or personal equipment is prohibited in the Student Union, unless approved by the A/V Supervisor.**

FOOD SERVICES We will not be having food. We will be having food.
All food must be arranged or approved by Spartan Catering Services. Spartan Catering food and drink approval forms may be obtained in the Event Services Office. **Unauthorized food may be confiscated.**

Client agrees to indemnify, defend and hold harmless the Student Union, Inc. of San Jose State University, San Jose State University, the Trustees of the California State University and the State of California, their officers, agents and employees from any and all liability, claim, loss, cost or obligations 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 ____ / ____ / ____

FOR ACCOUNTING USE ONLY - THIS IS NOT AN INVOICE		
Requisition # _____	808-440 Setup Fees	\$ _____
Purchase Order # _____	834-440 Facility Rental	\$ _____
Report Group # _____	899-945 Expense Reimb.	\$ _____
Event # _____	899-410 A/V Labor	\$ _____
Deposit Amount \$ _____	832-410 A/V Equipment	
UBIT YES/NO _____		
	Item	Cost
		\$ _____
		\$ _____
		\$ _____
	832-410 A/V Equipment Total	\$ _____
	Grand Total	\$ _____