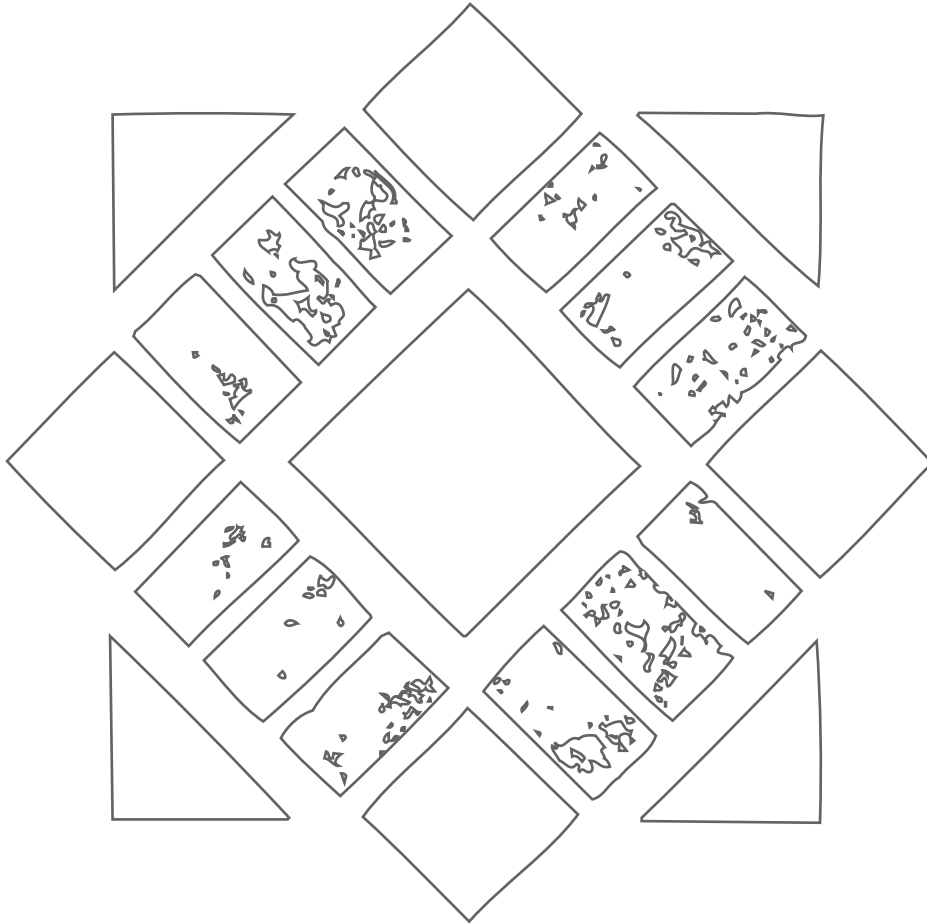


# 7<sup>th</sup> & 9<sup>th</sup> Street Plaza



## Reservation Packet

San Jose State University  
Event Services  
Student Union, Inc.  
**Phone:** (408) 924-6300  
**Email:** [Scheduling.Office@union.sjsu.edu](mailto:Scheduling.Office@union.sjsu.edu)

# 7<sup>th</sup> and 9<sup>th</sup> Street Plaza

## Preface and Table of Contents

The 7<sup>th</sup> (Central) and 9<sup>th</sup> Street Plazas are vital to the San Jose State University community. The procedures set forth in this reservation packet are to ensure there is no disruption to the flow of the campus community or the classes being offered around the Plazas while allowing a successful event to take place.

Events will fall under two categories:

1. Small Event – Up to three information tables expecting a gathering of not more than 10 persons per table.
2. Large Event – Any Festival, Theatrical Performance or Displays expecting to attract a gathering of more than 30 persons. Any event exceeding the criteria of a “Small Event.”

Student On-Campus Organizations holding a “Large Event” must follow the “San Jose State University Student Organization On-Campus Events Policies and Procedures.” A copy of this document can be attained from Student Involvement, the Student Union Event Services Office, and the University Police Department.

The permit for the event must be displayed in an easily viewable area at all times during the event.

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## APPLICANT CHECKLIST

- \_\_\_\_\_ **Letter\* requesting use of plaza** (if student organization, must be from advisor)
- \_\_\_\_\_ **Completed Reservation Packet \*\*** (include all pages & all additional information)
- \_\_\_\_\_ **Met with the Event Services Manager to go over event details (The meeting must take place a minimum of 14 days prior to small events and a minimum of 30 days prior to large events).**
- \_\_\_\_\_ **Notified University Police Department (UPD)**
- \_\_\_\_\_ **Notified and provided a copy of the Reservation Request Form to the nearest building occupants**
- \_\_\_\_\_ **No Stakes on Grass Areas**
- \_\_\_\_\_ **Provisions have been made for clean-up, during and after the event.**
- \_\_\_\_\_ **Must maintain a 20 foot wide path for emergency access**
- \_\_\_\_\_ **No sound/music allowed. Absolutely no radio station vans allowed.**
- \_\_\_\_\_ **Permit picked up from the Event Services Office for display at the event.**
- \_\_\_\_\_ Proof of insurance (if applicable)
- \_\_\_\_\_ Signed copy of Presidential Lease (if applicable)
- \_\_\_\_\_ Proof of non-profit status (if applicable)
- \_\_\_\_\_ Service request to Facilities Development & Operations (FD&O) (if applicable)
- \_\_\_\_\_ Spartan Shops or Authorized Food/Drink Agreement (if applicable)
- \_\_\_\_\_ Office of Traffic and Parking (if applicable)
- \_\_\_\_\_ Communications & Audio/Visual arrangements with Student Union Technical Services (if applicable)

Compliance with the items in **bold** must be followed for use of the Plaza.

Non-compliance may result in the cancellation of this and any other events.

- \* Letter from advisor/organization must include a detailed description of the event. Please include date of event, time, activities and the name of the sponsoring organization(s).
- \*\* The packet should be turned in at least 21 days prior to the scheduled event. Packets can be turned in to the Student Union Event Services Office or faxed to (408) 924-6399.

Please Note: The permits for use of the Plaza will be available for pick-up from the Student Union Event Services Office upon notification of approval.

## RESERVATION FORM (Event Services Copy)

Location:  7<sup>th</sup> St. Plaza     9<sup>th</sup> St. Plaza

Sponsoring Organization \_\_\_\_\_

Person in Charge \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Type of Event \_\_\_\_\_

Day(s) \_\_\_\_\_ Date(s) \_\_\_\_\_

Begin Time \_\_\_\_\_ End Time \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Admission Fee (if applicable) \_\_\_\_\_

Food? \_\_\_\_\_ If yes, please complete attached Food/Drink Agreement, then contact Arpit Thakrar, (408) 924-1756, with Spartan Shops to obtain approval. The Food/Drink Agreement must be filled out, approval given, and approved copy submitted to the Event Services Office a minimum of 7 days before the event. Please attach a copy of the approved agreement.

Cars? \_\_\_\_\_ If yes, please contact the Office of Traffic and Parking to obtain a permit. A permit is required to park a car on the Plaza.

Special Set-Up/Comments (also, complete the Setup & Equipment list on the following page and use attached map to show proposed layout)

\_\_\_\_\_  
Signature of Person in Charge

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Event Services Approval*

\_\_\_\_\_  
*Date*

*Picked up Plaza permit?* \_\_\_\_\_

*Date* \_\_\_\_\_

## SET-UP AND EQUIPMENT LIST

Place a  $\checkmark$  &/or number(s) by the item(s) you will require:

### EQUIPMENT:

\_\_\_\_ Tent(s)                      \_\_\_\_\_ Stage(s)                      \_\_\_\_\_ Podium(s)  
\_\_\_\_ Recycling Bin(s)                      \_\_\_\_\_ Table(s)                      \_\_\_\_\_ Other (specify)  
\_\_\_\_ Trash Receptacles                      \_\_\_\_\_ Chair(s)

\_\_\_\_ The above equipment will be provided by FD & O.\*

\* If not marked, it is assumed that the applicant will provide their own equipment. **If marked, applicant will need to fill out a service request form and return to FD & O, Corporation Yard, corner of 9<sup>th</sup> Street & San Fernando Street, across the street from the Student Services Center. The Student Union will not provide these items.**

### SERVICES:

\_\_\_\_ Electrical (including number of outlets, extension cords, etc.)

\_\_\_\_ Water (quick couplers, irrigation shut-off, etc.)

\_\_\_\_ Lighting

\_\_\_\_ Other (specify)

### MISCELLANEOUS:

**Answer Yes or No to each of the items: If 'yes', please provide a brief explanation.**

1. Will delivery vehicles for set-up and breakdown be required to drive and/or park on the 7<sup>th</sup> or 9<sup>th</sup> Street Plazas? If so, how many and what size? **(NOTE: Drip pans are required under all parked vehicles and must be provided by applicant. Applicant is also responsible for getting a parking permit for each vehicle parked.)**
2. Will any of the lawn areas surrounding the 7<sup>th</sup> or 9<sup>th</sup> Street Plazas be used? If so, which ones & what time(s)?

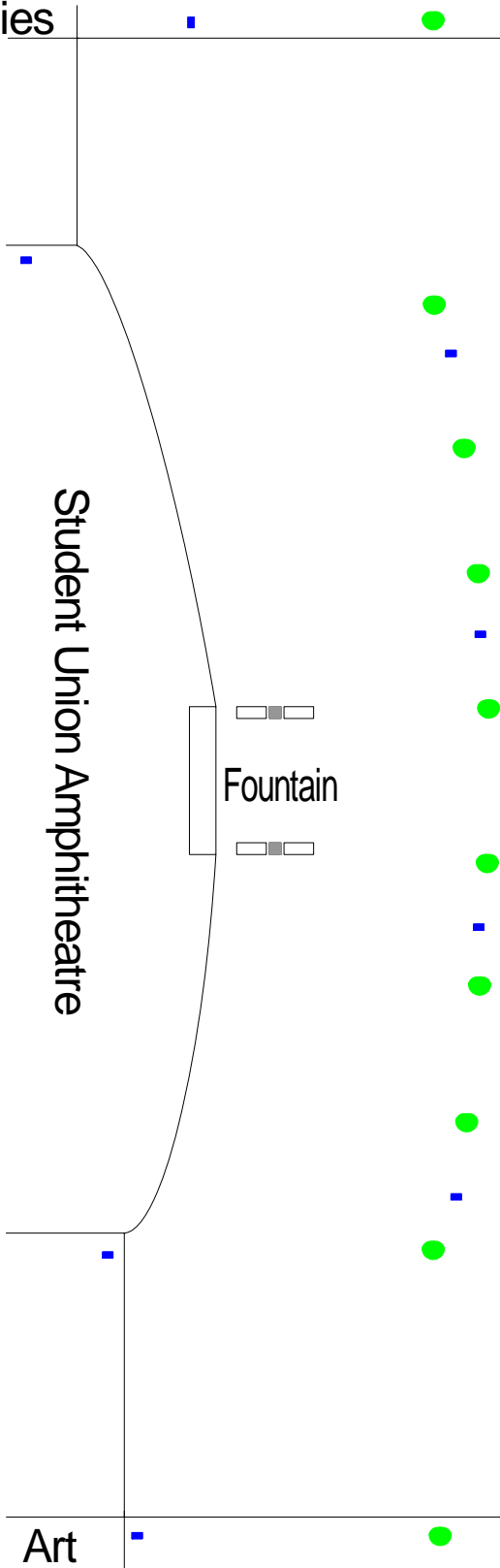


# 9th Street Plaza

● = palm tree	■ = lamp post
◁ = fire hydrant	■ = permanent trash can

Industrial Studies

ATMs



Student Union Amphitheatre

Fountain

Career Center

Art

**RESERVATION REQUEST FORM (SJSU Department Copy)**

**Location:**  7<sup>th</sup> St. Plaza     9<sup>th</sup> St. Plaza

Sponsoring Organization

---

Person in Charge

---

Type of Event     Fair/Bizarre     Cultural Gathering     Informational Table

Informational Display     Other \_\_\_\_\_

Description of Event

---

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Day(s) \_\_\_\_\_ Date(s) \_\_\_\_\_

Begin Time \_\_\_\_\_ End Time \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Admission Fee (if applicable) \_\_\_\_\_

Food? \_\_\_\_\_ Cars? \_\_\_\_\_

Special Set-Up/Comments

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\_\_\_\_\_  
Signature of Person in Charge

\_\_\_\_\_  
Date

\*\*\*Each office surrounding either the Central or 9<sup>th</sup> St. Plazas **must** receive a copy of this page.

## NOTIFICATION TO THE CAMPUS COMMUNITY

Event \_\_\_\_\_

Location \_\_\_\_\_ 7<sup>th</sup> St. Plaza \_\_\_\_\_ Date \_\_\_\_\_

Sponsoring Organization  
\_\_\_\_\_

Person in Charge \_\_\_\_\_

Office	Acknowledged By (Print Name)	Initial	Date
Occupation Therapy (CCB 203)	_____	_____	_____
Nutrition and Food Science (CCB 200)	_____	_____	_____
Human Performance (SPXC 56)	_____	_____	_____
Music Department (MUS 179)	_____	_____	_____
Education (SH 103)	_____	_____	_____

**Applicant must provide a copy of the completed Reservation Request Form (page 7) to each office.**

**(Note: This is for notification purposes only. Approval is to be granted from Student Union Event Services.)**

**NOTIFICATION TO THE CAMPUS COMMUNITY**

Event \_\_\_\_\_

Location 9<sup>th</sup> St. Plaza Date \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Person in Charge \_\_\_\_\_

<b>Office</b>	<b>Acknowledged By (Print Name)</b>	<b>Initial</b>	<b>Date</b>
Linguistics (CH 473)	_____	_____	_____
Art & Design (ART 116)	_____	_____	_____
College of Business (BT 950)	_____	_____	_____
Political Science (CH 471)	_____	_____	_____
Anthropology (CH 469C)	_____	_____	_____
Department of Technology (IS 111)	_____	_____	_____

**Applicant must provide a copy of the completed Reservation Request Form (page 7) to each office.**

**(Note: This is for notification purposes only. Approval is to be granted from Student Union Event Services.)**



**San José State University Police Department  
SPECIAL EVENT REQUEST FORM (SERF)**

*(This form must be completed and submitted to the University Police Department no less than 14 days prior to the event-  
A 25% surcharge will be added to late requests.)*

**Case Number** \_\_\_\_\_ **(UPD Use Only)**



Today's date: \_\_\_\_\_

Event date: \_\_\_\_\_

Start time: \_\_\_\_ (A.M./P.M.) End time: \_\_\_\_ (A.M./P.M.)

Location of event: \_\_\_\_\_

Type of event: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Entry Fee? YES NO Amount: \$ \_\_\_\_\_

Alcohol served or allowed? YES NO

Students & guests only? YES NO

ID checked at door? YES NO

Will "IN & OUT" privileges be allowed? YES NO

Will sponsor assist with security? YES NO

**It is mandatory you read and sign the attached Special Event Security Policy before submitting this request form.**

Name of person requesting police personnel:  
\_\_\_\_\_

Contact Number: (Work) \_\_\_\_\_  
(Home/Mobile) \_\_\_\_\_

Name of sponsoring group:  
\_\_\_\_\_

Name of person in charge at event:  
\_\_\_\_\_

Billing account #: \_\_\_\_\_

Account authorization name: \_\_\_\_\_

Account authorization signature:  
\_\_\_\_\_

Billing address:  
\_\_\_\_\_

**Enter start and end times for each staff member requested:**

POSITION(S) REQUESTED	START TIME	END TIME	STAFF ASSIGNMENTS (UPD USE ONLY)
Police Officer			
Police Officer			
Police Officer			
Police Officer			
Police Officer			
Police Officer			
Community Service Officer			
Community Service Officer			
Community Service Officer			
Police Dispatcher			

**EVENT SUMMARY (UPD Use Only)**

The "Special Event Customer Service Survey" form was delivered to: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Event Attendance: \_\_\_\_\_ Actual Start Time: \_\_\_\_\_ Actual End Time: \_\_\_\_\_

Was Staffing Appropriate? YES  NO  List suggested Changes in Staffing and Reasons for Change on CR-2 and Attach

Sponsor in Charge at Event: \_\_\_\_\_ Building Manager: \_\_\_\_\_

# of 10-15 Incidents: \_\_\_\_\_ # of 10-46 Incidents: \_\_\_\_\_ # of 415 Incidents: \_\_\_\_\_ # of 10-51 Incidents: \_\_\_\_\_

THERE ARE NO COMMENTS. UNUSUAL EVENTS OR CASE NUMBERS ASSOCIATED WITH THIS EVENT

DOCUMENT ANY UNUSUAL POLICE ACTIVITY ASSOCIATED WITH EVENT ON CR-2 FROM AND ATTACH TO THIS SHEET

ASSOCIATED CASE NUMBERS: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_

Reporting Officer: \_\_\_\_\_ Supervisor Approval: \_\_\_\_\_ **\*Copy to Payroll**

EVENT NUMBER: \_\_\_\_\_ ENTERED BY: \_\_\_\_\_

# SAMPLE

## *Example of Letter for 7<sup>th</sup> or 9<sup>th</sup> Street Plaza*



STUDENT LIFE CENTER GROUP – SAN JOSE STATE UNIVERSITY BOX # 32 – SAN JOSE, CA 95192-0038

April 21, 2000

TO: Student Union Event Services

FROM: Josephine Smith  
Advisor, (name of) Organization/Department

RE: Use of 7<sup>th</sup> Street Plaza

Our organization/department would like to request the use of the 7<sup>th</sup> Street Plaza on May 25, 2001 for our Student Organization Team Building Fair. The show will involve the SJSU campus as well as guests from other campuses. We are expecting 150 people from on-campus to attend. I understand that the event and those attending will be my responsibility and will be on-site for the length of the show. If I am unable to attend, I will have another faculty member attend in my place.

There will be no admission fee for this event. We will need to use the 7<sup>th</sup> Street Plaza from 8:00am until 5:30pm (including set-up and clean-up). This event will be used for team building for on-campus organizations and will utilize: four informational tables displaying pamphlets for upcoming events and exercises, inflatable games such as human foosball and basketball, and a stage to award prizes for the best teamwork. We will require technical assistance, with lighting, sound, staging, and power. Also, we will not be offering any refreshments at this time.

We thank you for your consideration in this matter. If you need further information or have questions, please contact me at (408) 924-5555. If we need cancel the event, we will contact you at least 2 weeks in advance to avoid the cancellation fee.

**(Please note: If you are a student organization that is requesting the use of the 7<sup>th</sup> Street Plaza, please identify your organization as being registered with Student Involvement, include your mail box # and your ASGS account # if applicable)**