

**Morris Dailey Auditorium**

Student Union, Inc. of San José State University

**Reservation Form of Non-Academic Events**

Organization: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Advisor: \_\_\_\_\_ Phone: \_\_\_\_\_

(Must be present during the entire use of Morris Dailey Auditorium)

Primary Contact \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Event Details**

Event Title: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Access Time: \_\_\_\_\_ Doors: \_\_\_\_\_ Event Start: \_\_\_\_\_ Event End: \_\_\_\_\_ Exit Time: \_\_\_\_\_

Please provide a brief description of the event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Admission Fee: \$ \_\_\_\_\_ Monetary Transactions: Yes No

Technical Services: Yes No If yes, please list provider: \_\_\_\_\_

**Reminder: FOOD/DRINKS ARE NOT ALLOWED IN THE AUDITORIUM AND FOYER.**

**PLEASE KEEP ALL FOOD AND DRINKS OUTSIDE OF THE BUILDING.**

Client agrees to indemnify, defend and hold harmless the Student Union, Inc. of San José State University, San José 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 obligations on account of or arising out of 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.

By signing below, I understand that I must contact the Technical Production Lead at (408) 924-6365 to coordinate the operations of the facility. Failure to do so at least 21 DAYS prior to the event, will lead to a cancellation of the event. I also understand that by law, at least ONE authorized representative of Student Union, Inc. must be present for every 250 people within the facility (including members of the organization, guests, patrons and volunteers) for crowd management.

I understand that no food or beverages are permitted in the auditorium.

**I, on behalf of, and as an authorized agent of the above named organization, agree to abide by the policies of the San José State University and the Student Union, Inc. regarding the use of the facilities. I have read and understand all policies regarding fees, cancellations, and no shows.**

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

THIS SECTION BELOW IS TO BE COMPLETED BY ADMINISTRATION ONLY

_____	_____
Student Union Event Services Signature	Date
Approved/Denied	Additional Requirements: _____

## Example Letter for Morris Dailey Auditorium

STUDENT INVOLVEMENT • SAN JOSÉ STATE UNIVERSITY BOX #32 • SAN JOSE, CA 95192-0038

February 23, 2019

TO: Student Union Event Services

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

RE: Use of Morris Dailey Auditorium

Our organization/department would like to request the use of Morris Dailey Auditorium on January 1, 2020 for our Annual Researchers Award show. The show will involve the SJSU campus as well as guests from other campuses. We are expecting 300 people from off-campus and will have 150 people from on-campus attending. 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 Morris Dailey Auditorium from 8:00 am until 5:00 pm (including set-up and clean-up). This show has become the finale for the Researchers Trade Show which takes place at a nearby facility. We will require technical assistance, with lighting and sound. We understand that no tacks, tape, nails or other adhesives are allowed to attach the decorations within the (Auditorium) and are thinking up creative decorating solutions.

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 to 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 Morris Dailey Auditorium, please identify your organization as being registered with the Student Life Center, include your mailbox # and your ASBO account # if applicable)**

**\* Make sure your letter is signed by the advisor!\***