Reservation Form for 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): _____________


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: ____________________________

Food/Drink:  Yes No If yes, please list provider: ____________________________

Reminder: FOOD/DRINKS ARE ONLY ALLOWED IN THE FOYER

Client agrees to indemnify, defend and hold harmless the Student Union, Inc. of San José State University, San José State University, the Trustees of the California, their officers, agents and employees from an 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 Services Coordinator 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 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 ___________________________

Student Union Event Services Signature ___________________________ Date ___________________________

Approved/Denied ___________________________ Additional Requirements: ___________________________
February 23, 2018

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 March 30, 2018 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 (insert requested area) and are thinking up creative decorating solutions. Also, we will not be offering any refreshments.

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!*