OUTSIDE EVENTS
Student Union, Inc. of San Jose State University

Reservation Form for Non-Academic Events

Organization: ____________________________________________ Today's Date: _____________

Advisor: ______________________________________________ Phone: ______________________
(Must be present during entire use of Morris Dailey Auditorium)

Primary Contact: _______________________________________ Phone: ______________________

Email: ________________________________________________

Address: ____________________________________________ City, State, Zip: ________________

EVENT DETAILS
Event Title: ___________________________ Event Date(s): _____________

Event Location: ________________________ Event Start: ____________ Event End: ____________

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: ______________________________________

I agree to hold harmless, indemnify, and defend the Student Union of San Jose State University, San Jose University and the officers, employees, volunteers and agents of each of them from and against any and all liability, loss damage, expense, costs of every nature, and causes of actions arising out of or in connection with the use of said property or service.

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 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.

Advisor Signature ____________________________ Date __________________________

THE SECTION BELOW IS TO BE COMPLETED BY ADMINISTRATION ONLY

Student Union Event Services Signature ______________ Date ______________

President’s Office Signature ______________ Date ______________

Approved/ Denied ______________ Additional Requirements: __________________________

Copies to: Event Services, Technical Services, UPD, Requestor

Reservation Form for Non-Academic Events

Revised: 8/18/09