

Event Services Ballroom Reservation Request

Ballroom Sections Requested _____

Green Room Usage Yes No

Event Date(s) _____

Pre-Access: _____:_____ AM PM

Expected Attendance _____

Event Start: _____:_____ AM PM

Department/Organization _____

Event End: _____:_____ AM PM

Event Name _____

Post-Access: _____:_____ AM PM

Main Contact: _____

Title: _____

Billing Address: _____

Phone Number: _____

City _____ State _____ Zip Code _____

Email Address: _____

- Event Type: Banquet/Dinner Orientation/Training Guest Speaker/Presentation
 Cultural Event Award Ceremony Gala
 Career Fair Resource Fair Town Hall
 Other: _____

Please describe your event: _____

Audio Visual Services:

What are your AV Requirements? Please check all that apply No AV Requirements

- Microphone (s) how many? _____ LCD Projector Basic Stage Lighting Up Lighting
 Camera Recording Teleconference Live Stream DJ (insurance required)
 Live Performance Live Band Other: _____

Misc. Easel (s) how many? _____ A-Frame (s) how many? _____ Selling Tickets? No Yes (if yes, discuss at meeting)

The Student Union has a full-service A/V department and will work to meet all A/V needs. A/V equipment from outside sources such as personal equipment is **prohibited** in the Student Union, unless approved by the Event Services Manager.

Will you need chairs, tables or other items to be set on stage? Yes (if yes, describe) No

Please describe: _____

Will you: use your own laptop computer for the presentation use a laptop provided by Event Services

Will you be using slides and/or video? Yes (fill out below) No

Please describe: _____

Will there be musical entertainment ? Yes (fill out below) No

Type of performer(s): _____

Performer(s) contact information: _____

Please describe the technical requirements for the performance(s): _____

Student Union Ballroom and Theater events are required to meet with the Event Services Manager. Please call (408) 924-6300 to schedule an appointment at least 30 days prior to your event to get on the meetings calendar. Event cancellations must be made no later than (5) business days prior to your scheduled meeting and or event date to avoid charges for pre-scheduled labor or any event related costs. For Off-Campus Organizations, a 50% deposit is required to hold event space and full payment is required (30) days prior to the scheduled event date unless otherwise specified by the Event Services Manager.

Signature: _____

Please check this box after the Rules Agreement form has been read and signed (see next page for full Rules Agreement)

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Rules Agreement Form

In order to create a quality meeting experience for all users, please adhere to the following:

- Only persons allowed to use Ballroom Projector and/or Screen Controls are SUAV Technicians assigned to Ballroom by request.
- Ballroom attendance must be within posted Fire Code maximum capacities for whatever style room is set to accommodate.
- Furniture should be replaced to original position (at start of meeting) prior to departure after meeting.
- Ballroom furniture is not to be moved into adjacent hallway(s) and furniture in hallway(s) is not to be moved into Ballroom.
- Meetings where food or beverages will be consumed must have a Food and Beverage Approval Form on file in Event Services Office and approval should be indicated on Ballroom Door Card.
- **Helium filled balloons are not allowed in the Student Union by order of the state fire marshal.**
- Air Horns are not allowed in the Student Union.
- Thumbtacks or push pins may not be used on any Ballroom wall.
- Items may not be affixed to Ballroom walls. Please see Event Services staff.
- **Do not apply pressure to any acoustic paneled walls.**
- Standing on tables and chairs is not allowed.
- Use of glitter, glitter glue, confetti, candles, or sand is not allowed.
- Groups must leave room at scheduled event end time to allow for refresh or reset of room prior to next scheduled use, and/or to facilitate building closing procedures.

Violation of any of these rules will be reported to Event Services Office and result in a written warning, which may include assessment of post-use set up, clean up, and/or other fees. Second violations, or delayed payment of assessed fees may result in loss of scheduling privileges.

Food Services: We will have food We will not have food

All food must be approved by the Event Services Management. Food and Beverage approval forms are obtained in the Event Services Office. **Unauthorized food and beverages may be confiscated. If using an outside caterer please refer to the Event Services Approved Caterer List.**

Signature: _____

On-Campus Rates for Campus Departments and Student Organizations

SJSU Student Organizations will be eligible for student rates only if the event is organized and/or created by the student organization, and the main contact/event coordinator is an active officer of the organization. SJSU Departments will pay department rates if the event is organized and/or created by a staff/faculty member of the department, and the main contact/event coordinator is a current staff/faculty member of the department. Co-sponsorships are not permitted. SJSU Student Organizations and/or departments found attempting to do a co-sponsorship will be subject to the loss of scheduling privileges for the remainder of the current academic semester, as well as the cancellation of the event.

Signature: _____

Client agrees to indemnify, defend, and hold harmless the Student Union, Inc. of San Jose State University, San Jose 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 obligation 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: _____