

## Event Services Campus Reservation Request

### For Classrooms, Spartan Memorial, & Spartan Complex Gyms

Campus Location(s) Requested: \_\_\_\_\_ Pre-Access: \_\_\_\_\_ : \_\_\_\_\_  AM  PM

Date(s) of Event: \_\_\_\_\_ Event Start: \_\_\_\_\_ : \_\_\_\_\_  AM  PM

Expected Attendance: \_\_\_\_\_ Event End: \_\_\_\_\_ : \_\_\_\_\_  AM  PM

Event Name: \_\_\_\_\_ Post-Access: \_\_\_\_\_ : \_\_\_\_\_  AM  PM

Organization / Department: \_\_\_\_\_

Main Contact: \_\_\_\_\_ Title: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

**Event Type:**     Meeting                       Recreation                       Performance

Induction Ceremony             Other: \_\_\_\_\_

Please describe event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

### Campus Location Use Agreement Rules

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

- Food & Beverage are not allowed inside any campus location.
- Furniture must not be moved, added, or removed from any campus location.
- No decorations are allowed to be adhered to any campus location walls or windows.
- In Classrooms: The noise level must remain at a minimum. Classes must not be disturbed at any time.
- Singing and musical instruments are prohibited at all times.
- In SPX Gyms: The advisor or coach must be present at all times.

If violations of any of these rules are reported to the Event Services Office, they will result in a written warning and may result in loss of scheduling privileges.

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: \_\_\_\_\_