

Student Union, Inc.
AV & Event Services
One Washington Square
San Jose, CA 95192-0155
408-924-6300
student-union-events@sjsu.edu
sjsu.edu/studentunion

Event Center Reservation Request Form

Room(s) Requested _____

Arena Request 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: Commencement Convocation Live Performance/Band Resource Fair
 Competition Cultural Event Orientation Other: _____
 Concert/Production Housing Check-In Practice/Rehearsal _____

Describe your event: _____

Selling Tickets? No Yes (if yes, discuss at meeting)

Please describe: _____

Equipment & Services: The Student Union has a full-service Operations and AV department. All equipment from outside sources must be approved.

Audio Visual Services: What are your AV requirements? Please check all that apply: No AV Requirements
 Microphone (s) how many? _____ LED Screen Projector Basic Stage Lighting
 Camera & Recording Teleconference DJ (insurance required) Up Lighting
 Scoreboard / Score Table Livestream Other: _____

Operations Equipment and Services No AV Requirements
 Bleachers (N,S, E) Tables: How many? _____ Tents: How many? _____ A-Frames: How many? _____
 ADA Lift (stage) _____ Chairs: How many? _____ Metal Detectors: How many? _____
 Easels: How many? _____ Drapes: How many? _____ Other: _____

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

Use of music on campus for events and programs must comply with SJSU/SU Music License requirements with BMI, ASCAP, SESAC, and Global Music through their respective websites: BMI.com, ASCAP.com, SESAC.com, and GlobalMusic.com.

Type of performer(s): _____

Performer(s) contact information: _____

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

Please check this box that the Rules Agreement form has been read, initialed, and signed.

Signature: _____

Approvals: Student Union: _____ SJSU FD&O: _____ Athletics: _____
Date: _____ Date: _____ Date: _____