

Example Letter for Morris Dailey Auditorium

Our organization/department would like to request the use of Morris Dailey Auditorium on January 1, 2020 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