

Morris Dailey Auditorium

Student Union, Inc. of San José State University

Reservation Form of Non-Academic Events

Organization:

Today's Date:

Advisor:

Phone:

(Must be present during the entire use of Morris Dailey Auditorium)

Primary Contact

Phone:

Email:

Event Title:

Event Date(s):

Access Time:

Doors:

Event Start:

Event End:

Exit Time:

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:

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**.

Client agrees to indemnify, defend and hold harmless the Student Union, Inc. of San José State University, San José 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 obligations on account of or arising out of 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.

By signing below, I understand that I must contact the Technical Production Lead 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. (408) 924-6300. San Jose, CA 95192-0155 408-924-6300 | student-union-events@su.edu

THIS SECTION BELOW IS TO BE COMPLETED BY ADMINISTRATION ONLY

Student Union Event Services Signature	Date
Approved/Denied	Additional Requirements: _____