

SRAC Reservation Request Form

Location/Room Requested _____

Pre-Access: _____ : _____ AM PM

Activity Date(s) _____

Activity Start: _____ : _____ AM PM

Expected Attendance _____

Activity End: _____ : _____ AM PM

Department/Organization _____

Post-Access: _____ : _____ AM PM

Activity Name _____

Main Contact: _____

Title: _____

Billing Address: _____

Phone Number: _____

City _____ State _____ Zip Code _____

Email Address: _____

Please describe your activity: _____

Are there any equipment needs? Yes No

If so, please mention: _____

SRAC Agreement Rules & Guidelines

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

- In lieu of photo Tower ID or member Card, members may use the biometric hand reader
- All bikes, skateboards, and scooters are not allowed within the facility for any reason.
- SRAC is not responsible for lost or stolen items. It is recommended to lock your belongings securely in a locker.
- Food is not allowed in any activity space including but not limited to 3-court gym, MAC gym, and fitness studios.
- Spartan Recreation will supply referees and/or fitness instructors for any activity in the facility.
- Any violation of policies and procedures will result in disciplinary action. The consequence of your actions will be determined by the SRAC professional staff.

To discuss the specifics of facility reservation request, the individual making request is required to meet with the SRAC management positions at least 5 days prior to the requested activity date. **Request Meeting Date:** _____ **SRAC Management:** _____

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 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 _____

Approving Office Signature: _____ Date _____