



CONRAD PREBYS AZTEC STUDENT UNION MEETING SPACES STUDENT ORGANIZATION REGULAR MEETING RESERVATIONS REQUEST

Only SDSU Student Organizations with current on-campus recognition may request a regular meeting space with the Student Union. Union Programs and Services will be following all deadlines set forth by Student Life and Leadership for Student Organizations.

Completed Regular Meeting Reservation Requests will be accepted at Union Program & Services Monday, April 3rd, through Friday, April 7th, 2017. Upon submission of request recognized student org. officers will receive a random ticket. Tickets will be drawn at random to determine the order in which Regular Meeting Requests will be processed. Appointments to be scheduled with recognized student org. officers between April 12th to April 28th to review their assignment.

Requests must be submitted by one of the top five officers, as indicated by organizations listed in the SDSU Recognized Student Organization database (RSO). Requests must be submitted by an officer who will maintain officer status through Fall 2017 (i.e. not graduating or leaving their position).

Fall 2017 - Spring 2018

Organization Name: _____

Officer's Name: _____

Phone Number: _____ E-mail: _____

Alternate Officer's Name: _____

Phone Number: _____ E-mail: _____

AZTEC STUDENT UNION MEETING ROOM SETUP TYPE:

Room assignments to be made based upon availability and regularly expected attendance.

STANDARD ROOMS: (Subject to availability and restrictions may apply.)

Mark 1 next to first choice, 2 next to second choice: **Lecture** **Hollow Square**

Each meeting room has a set occupancy. Aztec Student Union staff will monitor and enforce all terms and conditions as set forth in Regular Meeting Reservation Agreements along with all Aztec Student Union Building Use Guidelines at all times. Organizations who violate these terms will jeopardize their current and future reservations.

Reservations for regular meetings will only be held during Academic Semesters. Meeting dates that fall under Holidays and/or outside of Academic Semesters will not be scheduled. In order to maximize the number of organizations and meetings per week, please specify the exact amount of time actually needed for your meeting. Organizations may not exceed more than 2 hours per week, including the default 15 minute load-in and 15 minute load-out per meeting.

DATE AND TIME: (Please schedule for Fall 2017 - Spring 2018)

Start Date: ____/____/2017 (Space available beginning 8/28/17) **End Date:** ____/____/2018 (Space not available after 5/3/18)

DAY OF WEEK: Mark 1 next to first choice, 2 next to second choice:

Sunday **Monday** **Tuesday** **Wednesday** **Thursday** **Friday**

REGULARITY: **Weekly** **Every Other Week** **Monthly** **Other** (specify dates) _____

RESERVATION TIME: (Meeting must start on the hour or half-hour)

First Choice - Start Time: ____:____ **am** **pm** (Not earlier than 8:00am) **End Time:** ____:____ **am** **pm** (No later than 9:30pm)

Second Choice - Start Time: ____:____ **am** **pm** (Not earlier than 8:00am) **End Time:** ____:____ **am** **pm** (No later than 9:30pm)

REGULAR EXPECTED ATTENDANCE NUMBER: _____

AUDIO-VISUAL EQUIPMENT NEEDED: **Yes** **No**

All rooms are equipped with a display and sound system, users must provide a VGA or HDMI compatible laptop. Mac adapters are available upon request.

I understand that I will receive information regarding the status of our application via the contact information I have provided. I agree that the information is correct and I will not hold the Associated Students responsible if any messages to the contact information provided are undeliverable. I also acknowledge that it is our organization's responsibility to sign and return the Reservations Agreement to the Union Programs & Services Office 10 business days prior to the first meeting date.

As an officer of our organization, I hereby state that the information provided in this request is accurate and understand that providing false information may result in forfeiture of our application.

Officer's Signature _____ Date _____