

\_\_\_\_\_AUDIO VISUAL EQUIPMENT (A/V) - The Conrad Prebys Aztec Student Union provides basic "Instructional Media" in all of its Meeting and Event Spaces. These basic audio visual items can be reserved for your program through Union Programs & Services for no cost. If your program requires more advanced Audio Visual Equipment, Union Programs & Services requires a minimum of 2 weeks advance notice to process such requests and potential costs of such equipment to be determined at that time. In compliance with CHANGES, ADDITIONS, & CANCELATIONS, Audio Video Requests made within 48 business hours of event/meeting start time will be fulfilled based on current equipment inventory and, as needed, the availability of technical personnel. Client will be charged a pre-determined rental fee for each item added as well as technical personnel as needed. Clients are responsible for all fees associated with any lost or damaged Audio Visual Equipment as issued by the Aztec Student Union.

\_\_\_\_\_AUDIO VISUAL CONTENT - The Conrad Prebys Aztec Student Union personnel does not modify and/or edit content that is provided to them by the client, if the is content deemed unusable. Content will be considered unusable if images provided are not 2500 pixels x 1400 pixels or larger. The resolution of the images provided must be 72 pixels per inch or higher to be displayed on the digital screens in the Aztec Student Union event spaces. The images provided to the Audio/Visual coordinator prior to the event must be saved as a JPG or PNG file. The Aztec Student Union does not allow the use of copyrighted material by clients. To use copyrighted photos, the client must obtain permission from the copyright holder. Non-copyrighted, royalty free photos are available free of charge on various websites such as pixabay.com, pexels.com or unsplash.com.

\_\_\_\_\_CHANGES, ADDITIONS, & CANCELLATIONS - If you have any changes, additions, or need to cancel your reservation, you must contact Union Programs & Services at least 14 days in advance of your event to avoid penalties. Cancellations without notice will be considered as "No Shows" and fees may be assessed for direct labor expenses and the room rental fee. Future reservations will not be accepted until accounts are paid in-full. If account balance is not paid within 60 days, reservations privileges will be suspended and existing reservations canceled.

\_\_\_\_\_CLEANING SERVICES - The Conrad Prebys Aztec Student Union provides personnel to perform basic cleaning services in both the public and private areas of our facilities. Cleaning Fees may be assessed if the facility and/or its contents are left in a manner other than how it was provided to the customer. The customer is responsible for reasonable clean-up of the facility after use of food, beverages, and/or other materials. Mandatory fees may be assessed by Union Programs & Services in advance of the event if extra cleaning or maintenance is anticipated. Items requiring excessive cleaning, maintenance or posing a risk are prohibited. All items must be removed at the conclusion of the event to avoid fees. The Conrad Prebys Aztec Student Union reserves the right to recharge all expenses (minimum rate of \$100.00) to your organization for all cleaning situations deemed as being excessive.

\_\_\_\_\_CONTRACTED SERVICES - The Conrad Prebys Aztec Student Union may require and can arrange for subcontracted personnel and services that are not provided internally. This includes Audio Visual, Custodial, First Aid, Parking, Security, and Ticketing Personnel. These contracted services will be itemized as an expense on your Reservations Agreement. All contracted services requests must be placed a minimum of 28 days in advance of your event. Late cancellation fees will be assessed to the client for those services that are cancelled within the set deadline of each individual service provider. Check with your Union Programs & Services representative for more information.

\_\_\_\_\_DECORATIONS - All Decorations must be approved in advance by Conrad Prebys Aztec Student Union personnel. Conrad Prebys Aztec Student Union prohibits the use of certain items. See section on PROHIBITED ITEMS for a complete listing of such items. The Conrad Prebys Aztec Student Union only authorizes the use of Poster Putty and Painters' Tape to adhere items to floors, and walls. Clients are responsible for the removal and disposal of all decorations following the completion of their program. If the use of any prohibited items is essential to your program, please contact your Union Programs & Services representative to determine options.

\_\_\_\_\_DELIVERIES & STORAGE - Due to space and storage constraints, the Conrad Prebys Aztec Student Union is unable to receive items in advance of your event date and we are unable to retain items awaiting post-event shipment. Union Programs & Services will assist in locating companies that can provide freight services. The Conrad Prebys Aztec Student Union is unable to sign for receipt of shipments on behalf of the client and does not accept responsibility for items that are shipped to us or items that are left behind.

\_\_\_\_\_EVENT START/ END TIME - Conrad Prebys Aztec Student Union bookings come with four distinct reservation times. The "Event Start" and "Event End" times indicate the time in which your event actually occurs (times appear in bold). The "Reservation Start" and "Reservation End" times indicate the times reserved for the client to properly set-up/ load-in for the program and strike/ load-out, after the program is finished. Extended setup or breakdown times can result in additional fees the client will be responsible for. Additional setup and breakdown times will also be set internally by facility to properly setup and strike necessary audio/visual and equipment for the program. For intricate event schedules the client will be asked to provide their Union Programs & Services representative with an itinerary at least 10 days before the event. The itinerary times will be listed on the "Activities" section of the contract.

\_\_\_\_\_FOOD/BEVERAGE POLICY- Aztec Shops has first right of refusal for all events that involve food and beverages prepared or purchased from any off-campus source and requires their signature approval waiving their catering right for all events on the San Diego State campus. SDSU Environmental Health and Safety (EHS) Department requires review and signature approval of perishable food and beverages served or sold from any off-campus source associated with all events

on campus that are open to the public. Delivery from other food sources is strictly prohibited. Violations of this policy may result in a fine and/or suspension of reservation privileges. Please contact Aztec Shops Catering at (619)-594-7641 for additional information.

\_\_\_\_\_ FURNITURE - Event support furniture set-ups are included at no additional cost provided that the Conrad Prebys Aztec Student Union can fulfill your program's requirements using our existing inventory. Additional charges will be incurred for furniture rentals for those items that cannot be provided by our existing inventory, please consult with your Union Programs & Services representative to obtain a quote for additional furniture rental charges. The client will be solely responsible for making a direct payment to the company for items provided by them. Union Programs & Services Representative will only arrange the furniture rental services needed as delivery instructions, date and time. Moving of specialized or fixed furniture at The Conrad Prebys Aztec Student Union may result in additional labor costs for the client. See SET-UP for more information.

\_\_\_\_\_ HOURS OF OPERATIONS & OVERTIME - The Conrad Prebys Aztec Student Union Event Hours are 8am - 10pm Monday through Sunday during academic periods, as defined by the University Academic Calendar, and from 8am - 8pm Monday through Friday and 10am-8pm Saturday and Sunday during academic breaks/ summer. The Conrad Prebys Aztec Student Union is closed for all state recognized holidays. Customer is responsible for all Overtime Fees for use of facility outside of standard operating hours. An Overtime Rate of (\$132.00) per hour for the Conrad Prebys Aztec Student Union or an Overtime Rate of (\$76.00) per hour for Scripps Cottage will be assessed for a period of one hour before load-in and or one hour after load out dependent upon schedule. Overtime needs must be communicated 21 days prior to event. Overtime is subject to availability. Consult a Union Programs & Services representative for more information.

\_\_\_\_\_ INFORMATION TECHNOLOGY - If your program requires the use of a Phone line(s), wired Ethernet connection(s), and/or program specific Wireless Internet access, notify you're Union Programs & Services representative a minimum of 28 days in advance of your event for appropriate time to process your request with the University. Client will be responsible for all direct costs associated with the activation of such service(s). Wireless Internet access is available throughout all of the Conrad Prebys Aztec Student Union facilities through the SDSU Guest Wireless at no cost.

\_\_\_\_\_ MARKETING & PUBLICATIONS - The use of either the Conrad Prebys Aztec Student Union and or San Diego State University names in any piece of marketing and or publication for your program must be submitted to your Union Programs & Services representative for initial approval prior to production. The illegal use of either of the Conrad Prebys Aztec Student Union and or San Diego State University names in any piece of promotional material without prior approval may cause your program to be canceled. The Aztec Student Union complies with the Posting Board Policies which can be found in section 11, Appendix E of the San Diego State University Buildings and Grounds Guidelines. To obtain these guidelines as well as a complete listing of the Regulations please check out the following website listed below. Union Program & Services will provide client a physical copy of these Regulations upon request. <http://bfa.sdsu.edu/policies/>. To have your digital advertisement for your event displayed on the Conrad Prebys Aztec Student Union digital board go to <https://as.sdsu.edu/digitaldisplayrequest/> and submit a request 21 days before your event.

\_\_\_\_\_ MERCHANDISE SALES - All sales are subject to approval by Aztec Shops, Ltd. Associated Students reserves the rights to collect portion of up to 25% of all gross merchandise sales in AS Facilities. Minimum daily fee of \$50.00 per 6-foot merchandise table (or similar area) or a daily fee of \$100.00 for a booth (two 6-foot merchandise tables and a 10x10 booth including pipe and drape) will be charged.

\_\_\_\_\_ OUTDOOR SOUND - Outdoor Sound Approval Form may be required based upon the specification of your program. A Event Approval System (EAS) Application must be on-file 30 days of Event. Sound sources (amplified or otherwise produced) at Conrad Prebys Aztec Student Union and Scripps Cottage spaces must be contained to space being used and must not impact other facility users. Union Programs & Services reserves the right to monitor and control volume. The proper forms and procedures to file for outdoor sound can be found on the following website through the Center for Student Organizations & Activities: ([http://sll.sdsu.edu/student\\_affairs/sll/reserve-space.aspx](http://sll.sdsu.edu/student_affairs/sll/reserve-space.aspx)).

\_\_\_\_\_ PARKING - Parking enforcement on the SDSU Campus occurs 24 Hours a day including weekends and holidays. Parking Permits are required for use during all times of enforcement. Parking Permits, Reserved Spaces, Parking Attendants, and Special Event Signage are all services offered by SDSU Parking Services. For specific questions, call (619) 594-6671 or visit the Parking Services Website. <https://parking.sdsu.edu> for more information.

\_\_\_\_\_ PAYMENT - Payments made by A.S. Departments will be processed through Journal Entry Account Transfers following the event and will require an authorizing signature from the department. Contact A.S. Business Office for further details at 619-594-6487.

\_\_\_\_\_ PROHIBITED ITEMS - Items include (but are not limited to): glitter, confetti, dry rice, helium balloons, open flames/candles, exposed heating elements, fog machines, dry ice machines and flammable decorations. Nailing, taping, or otherwise attaching anything to the walls with anything other than painters tape, windows or other unapproved surfaces are prohibited. All items must be removed at the conclusion of the event to avoid fees.

\_\_\_\_\_ POTLUCKS - The serving of Potluck Food and Beverage without specific approval by EHS is a violation of campus policy and is potentially dangerous to organization members. If prior approval is not granted, Aztec Student Union does

reserve the right to have potluck items removed from their facilities. Check out: <http://sdsucatering.com/PoliciesForms.aspx> for more information.

RESERVATION STATUSES - The Aztec Student Union has 6 distinct types of Reservation Statuses. They are:  
·Confirmed reservations mean that all terms and conditions and program details have been finalized between Union Programs & Services personnel and the client. A status of "Confirmed" means your reservation is ready to occur.  
·Tentative reservations mean that either none or limited negotiations have begun between Union Programs & Services personnel and the client. A status of "Tentative" means that a facility hold has been placed for your program until all negotiations have been finalized.  
·Cancelled reservations mean that programs are no longer occurring for a certain reason. A status of "Cancelled" means that facility holds for such programs have been released.  
·Wait List reservations mean that presently another client has the facility hold on the date and space you are requesting. A status of "Wait List" means that if the facility hold held by a previous reservation is released your reservation request will upgrade to the status of "Tentative."  
·ASUB Board Approval reservations mean that your request to reserve either multiple dates and/or duration of time in advance has violated Union Programs & Services Reservation Policies. A status of "ASUB Board Approval" means that the outcome of your request will be determined at the next upcoming meeting.  
·Student Organization Weekly reservations mean student organizations have arranged for routinely scheduled meetings to be held throughout the academic semesters. A status of "Student Organization Weekly" is unique because it follows an additional set of policies and procedures.

SECURITY - SDSU Associated Students have an exclusive contract with Elite Show Services Ltd. Therefore, the Conrad Prebys Aztec Student Union may require the use of Security for your program dependent upon factors such as type of event, duration of event, expected demographic, and/or expected attendance. Clients will be responsible for all direct staffing costs associated with the use of Security. All security orders will be processed a minimum of 28 days in advance of the event date. Police escorts are available upon request as well, for more inquiry about police escorts talk to your Union Programs and Services representative. In Some events an assessment will be made by your Conrad Prebys Aztec Student Union representative if an SDSU Police escorts presence will be mandatory during the event.

SET-UPS - Furniture set-ups must remain in the same order as you arrived and as you requested in the reservation after the conclusion of the event. The moving and or changing of furniture inside your reserved space is allowed during your event time. The furniture must be put back in the same setup as the event began. If a conversion will be required by the Operations team after a room is already set, an additional \$500.00 charge will be added to the client's Reservation Agreement. Failure to comply with determined furniture set-ups will follow the same consequences as violating the occupancy of the space. It is illegal to move furniture in the rooms with fixed setups or Bamboo flooring. See CONRAD PREBYS AZTEC STUDENT UNION BUILDING USE GUIDELINES for specific information. If the current furniture set-up is not optimal for your organization for either all or certain upcoming dates, please contact Union Programs & Services. An alternative furniture arrangement may be available dependent upon time and labor availabilities.

REGULATIONS FOR USE OF SAN DIEGO STATE UNIVERSITY BUILDINGS AND GROUNDS - All programs and events held at the Conrad Prebys Aztec Student Union must comply with the policies and standards set forth by the Regulations for Use of San Diego State University Buildings and Grounds. All clients agree to comply with such regulations at all times. For a complete listing of the Regulations for Use of San Diego State University Buildings and Grounds please check out the following website listed below. Union Program & Services will provide client a physical copy of these Regulations upon request. <http://bfa.sdsu.edu/policies/>

CONRAD PREBYS AZTEC STUDENT UNION BUILDING USE GUIDELINES - All programs and events held at the Conrad Prebys Aztec Student Union must comply with the policies and procedures set forth by the Conrad Prebys Aztec Student Union Building Use Guidelines. All clients agree to comply with such regulations at all times. Union Program & Services can provide client a physical copy of these Guidelines upon request.

## COVID-19 PROTOCOLS

COVID-19 WARNING - Client, and all Client affiliates, acknowledges an inherent risk of exposure to COVID-19 exists in any place where people gather. COVID-19 is an extremely contagious disease that can lead to severe illness and death. Client shall assume all risks, hazards, and dangers arising from or relating in any way to the risk of contracting a communicable disease or illness - including, without limitation, exposure to COVID-19 or any other bacteria, virus, or other pathogen capable of causing a communicable disease or illness, whether that exposure occurs before, during, or after the event, and regardless of how caused or contracted - and Client hereby waives any and all claims and potential claims against the State of California, the Trustees of the California State University, San Diego State University, Associated Students of San Diego State University and all of their officers, employees and agents - and against any companies affiliated with the State of California, the Trustees of the California State University, San Diego State University, Associated Students of San Diego State University and all of their officers, employees and agents - relating to such risks, hazards, and dangers.

SIGNATURE

As an authorized agent of the above-listed group, I agree to abide by the policies of Associated Students (AS) and all applicable University regulations and local, state, and federal laws. I am not reserving this space on behalf of another organization nor will I sell, sublease, or transfer this reservation to another individual, organization, or company. I understand that it is the responsibility of the individual or organization sponsoring the event listed on this agreement to obtain, complete, submit, and keep records of all supporting documents and approvals related to this event within corresponding deadlines. Furthermore, I agree to indemnify, defend, and hold Associated Students, San Diego State University, the California State University system, the Board of Trustees and its officers, employees, and agents and volunteers of each harmless against all claims, loss or liability arising from damage to or destruction of property or injury of or death to persons occurring because of or related to this Reservation.

Union Programs & Services reserves the right to change room assignments if necessary to fulfill our obligation of serving the greatest number of customers and to cancel an event or modify the extent of services provided in the event of utility interruptions, campus emergencies, threats of imminent danger, or acts of God.

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Print Name

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Associated Students Department Representative Signature

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Date

Union Programs & Services requires a copy of this signed agreement for their records. Feel free to make a photocopy for your records and then forward us this document to any of the following options:

1. Adobe Sign - Please contact Union Programs & Services to have this agreement sent to you electronically for signature.
2. Email - If you have the ability to sign and complete this agreement electronically on your own, then simply email the completed document to [asmtgsys@sdsu.edu](mailto:asmtgsys@sdsu.edu).
3. Drop Off - You can deliver this agreement to Union Programs & Services located at the Conrad Prebys Aztec Student Union Room 320. Office Hours are Monday - Friday 8:00am - 4:30pm.
4. Campus Mail - Please address envelope to "A.S. Union Programs & Services" Mail Code 7806.
5. Regular Mail - Please address envelope to "A.S. Union Programs & Services" c/o Conrad Prebys Aztec Student Union, Aztec Student Union Room 320, 5500 Campanile Drive, San Diego CA 92182-7806.