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 any 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.
**Policy and is potentially dangerous to organization members. If prior approval is not granted, Aztec Student Union does not allow the use of:**

- Flame/candles, exposed heating elements, fog machines, dry ice machines and flammable decorations.
- Nailing, taping, or 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.

**Parking Permits**

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](https://parking.sdsu.edu) 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 your 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 services. 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/](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/](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](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 not allow the use of:

1. Flammable decorations
2. Nailing, taping, or anything to the walls with anything other than painters tape
3. Windows or other unapproved surfaces

All items must be removed at the conclusion of the event to avoid fees.

**OUTDOOR SOUND**

Outdoor Sound Approval Form may be required based upon the specification of your program.
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 before 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.

Print Name

Associated Students Department Representative Signature                               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 asmtgsvs@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.