

## STUDENT ORGANIZATION WEEKLY

### HEADER

STUDENT ORGANIZATION RECOGNITION - Student Life and Leadership allows for Student Organizations to apply for annual recognition status for that academic year anytime throughout the calendar year. In order for the Aztec Student Union facilities to fairly manage to the use of their spaces, A.S. Meeting Services reserves the right to cancel all reservations requests submitted by non-recognized Student Organizations after August 31<sup>st</sup> for that upcoming academic year.

EVENT APPROVAL SYSTEM - Student Organization Weekly Meetings **do not** require the on-line submission through Student Life and Leadership's Event Approval System. Student Organization Weekly Meetings are constituted to allow for groups to host internal business to their respective organization. Any meeting parameter such as paid speakers, sale of items, subcontracted labor, subcontracted services, and general admission entrance parameters violate the agreement to what constitutes a Student Organization Weekly Meeting. If your organization requires any such parameter, your reservation will be recognized as an event and **will** require the on-line submission through Student Life and Leadership's Event Approval System.

### BOOKINGS

### FOOTER

ALCOHOL - The Aztec Student Union and its' facilities strictly abides by the campus policies for the sale, service, and consumption of alcohol. In compliance with these policies, Aztec Shops Ltd. has the first right of refusal for serving and the sale of beer and wine. Distilled liquor is permitted on the University property only when served by Aztec Shops Ltd. as part of an approved catered event. A completed Alcohol Approval Request Form (AARF) must be submitted to A.S. Meeting Services 4 Weeks prior to the date of your event. Please see Alcohol Request Form at <https://sdsucatering.com/Policies-Forms> for more information.

CHANGES, ADDITIONS, & CANCELLATIONS - If you have any changes, additions, or need to cancel your reservation, you must contact A.S. Meeting Services at least 2 business days in advance of your Event to avoid penalties. Cancellations without notice will be considered as "No Shows." The first offense for a "No Show" will be a verbal warning against the organization. The second offense will be a written warning to the organization and documentation of this warning will be sent to SDSU Student Life and Leadership. The third offense for a "No Show" will cause the remaining dates on this reservation to be canceled.

CLEANING SERVICES - The 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. The Aztec Student Union reserves the right to recharge all labor expenses (minimum rate of \$72.00) to your organization for all cleaning situations deemed as being excessive.

DECORATIONS - All Decorations must be approved in advance by Aztec Student Union personnel. Aztec Student Union prohibits the use of certain items. See section on PROHIBITED ITEMS for a complete listing of such items. The Aztec Student Union only authorizes the use of Poster Putty and Painters' Tape to adhere items to floors, walls, and or ceiling. 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 Meeting Services representative to determine options.

DISABILITY RESOURCES & SPECIAL NEEDS - The Aztec Student Union facilities are equipped with ADA compliant resources including ramps, automated doors, wheel chair lifts, and restroom accommodations. If your program requires any specialized accommodations for those with special needs, please contact your assigned A.S. Meeting Services' representative.

EVENT START/ END TIME - Aztec Student Union bookings come with four distinct reservation times. The event start and end times indicate the time in which your event actually occurs (times appear in bold). The reservation start and end times indicate the times reserved internally by the facility to properly set-up and strike the program. These times may or may not reflect access times for the clients. On those occasions, client access times will be listed on the "Activities" section of this contract.

FIRST AID - The Aztec Student Union provides basic First Aid Equipment on site to be used in emergency situations as needed. The Aztec Student Union may require the use of specialized Emergency Services Personnel 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 labor costs associated with the use of Emergency Services Personnel.

FOOD AND BEVERAGE - Student Organizations are permitted to provide food and beverage for their members during regular Weekly Meetings without Aztec Shops and or EHS approval when the estimated attendance is less than 50 people and all Safe Food Handling practices are observed. Provided food and beverage must come from the list of university recommended sources. Delivery from any outside food source is strictly prohibited. Any exceptions to these conditions

source must receive prior approval from Aztec Shops, EHS, and or the Aztec Student Union. Check out: <https://sdsucatering.com/Policies-Forms> for more information.

**INFORMATION TECHNOLOGY** - The Aztec Student Union does not provide active analog and or digital phone lines inside their facilities. Also, the Aztec Student Union does not provide wired Ethernet connections inside their facilities. If your program requires the use of an analog phone line(s), digital phone line(s), and or wired Ethernet connection(s) your A.S. Meeting Services representative will need a minimum of 28 days advance notice 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 Aztec Student Union facilities. If your program requires Wireless Internet access and the computers are not registered with the SDSU Campus Network, please contact your assigned A.S. Meeting Services' representative.

**LATE AUDIO VISUAL REQUESTS** - Late Audio Video Requests made within 48 business hours of meeting start time are subject to A/V late-add fine of \$50.00 and are subject to equipment and labor availability. Requests can only be made by the Top 5 Officers of the Recognized Student Organization.

**LOST & FOUND** - The University Information Center, located at the Open Air Theater Ticket Office serves as the Lost and Found for respective areas at SDSU. After 14 days, all Lost & Found items will be donated to a charitable organization. Items with confidential information such as, but not limited to credit cards, Drivers Licenses, wallets and University Keys are turned into SDSU Public Safety on a weekly basis. Please contact the University Information Center at (619)594-6551 for all concerns regarding Lost and Found.

**MARKETING & PUBLICATIONS** - The use of either the 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 A.S. Meeting Services representative for initial approval prior to production. The illegal use of either of either the 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.

**OCCUPANCY - OCCUPANCY** - The Aztec Student Union facilities have varied occupancies for their facilities. Maximum Occupancy for each space is legally posted. Failure to comply with posted occupancy will be met with the following action: 1) the first offense will be issued as a warning, 2) The second offense will cause your program to be canceled for the remainder of that allocated time. 3) The third offense will result in the suspension of the organizations Aztec Student Union reservation privileges for a minimum of 1 academic semester. All previously scheduled reservations may be canceled in compliance with this policy. Student Organizations that reach the third offense will also have this infraction submitted to the Campus Judicial Review Board for other possible actions.

**PARKING** - Parking enforcement on the SDSU Campus occurs daily including weekends and holidays. Parking Permits are required for use at all times of enforcement. Parking Permits, Reserved Spaces, Parking Attendants, and Special Event Signage are all services offer by SDSU Parking Services. For specific questions, call (619) 594-6671 or visit the Parking Services Website at <https://parking.sdsu.edu/>.

**PAYMENT** - All payments made by Student Organizations must be processed in one of the following manners: 1) Cash, Debit & Credit Cards, Money Orders, and Personal & Student Organization Account Checks are accepted through the Viejas Ticket Office; 2) Student Organization Account Checks are accepted through the A.S. Business Office; and 3) for Events involving Ticket Sales, charges will be deducted from gross ticket sales prior to remaining balance being transferred to the organization. All payments must be completed before the date of your event for it to occur. All checks must be made payable to "Associated Students." Upon payment being submitted, organization must bring receipt to A.S. Meeting Services for process to be officially completed.

**PROHIBITED ITEMS** - The Aztec Student Union facilities prohibit the use of the following items: glitter, confetti, loose helium balloons, open flames/candles, exposed heating elements, flammable decorations, ice sculptures, bubble machines, fog machines, pyrotechnics, nails, tacks, and push pins. If the use of any prohibited items is essential to your program, please contact your Meeting Services representative to determine options.

**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: <https://sdsucatering.com/Policies-Forms> for more information.

**RESERVATION STATUSES** - The Aztec Student Union has 7 distinct types of Reservation Statuses. They are:

- **Confirmed** reservations mean that all terms and conditions and program details have been finalized between A.S. Meeting 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 A.S. Meeting 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 desire. A status of "Wait List" means that if for some reason the other client releases their facility hold your reservation request will upgrade to the status of "Tentative."
- **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.
- **Facilities Board Approval** reservations mean that your request to reserve either multiple dates and or duration of time in advance has violated A.S. Meeting Services Reservation Policies. A status of "Facilities Board Approval" means that the outcome of your request will be determined at the next upcoming meeting.

SET-UPS - Furniture set-ups must remain in the same order as you arrived and as you requested in the reservation. The moving and or changing of furniture inside your reserved space is strictly prohibited. Failure to comply with determined furniture set-ups will follow the same consequences as violating the occupancy of the space. See OCCUPANCY for specific information. If the current furniture set-up is not optimal for your organization for either all or certain upcoming dates, please contact A.S. Meeting Services. An alternative furniture arrangement may be available dependent upon time and labor availabilities.

## 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.

Meeting 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

\_\_\_\_\_  
Student Organization President's Signature

\_\_\_\_\_  
Date

Meeting 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. Campus Mail - Please address envelope to "A.S. Meeting Services" Mail Code 7806
2. Regular Mail - Please address envelope to A.S. Meeting Services c/o SDSU Aztec Student Union 5500 Campanile Drive San Diego CA 92182-7806
3. Fax - A.S. Meeting Services Fax Number 619-594-0321
4. Scan - Scan Contract and save as "pdf" file. Then email file to [asmtgsvs@mail.sdsu.edu](mailto:asmtgsvs@mail.sdsu.edu)
5. Email - Reply to the email that included this reservation contract. In the text body of your response, please write the following: "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." This email response will serve as your confirmation of the terms and conditions of this contract.