

## University

**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 (<http://www.eatatsdsu.com/SDSUCatering/PoliciesForms/tabid/164/Default.aspx> for more information.

**AUDIO VISUAL EQUIPMENT (A/V)** - The Aztec Student Union provides basic "Instructional Media" such as LCD Projectors, Screens, TV/VCR/DVD Players, and Overhead Projectors. These basic audio visual items can be reserved for your program through A.S. Meeting Services. If your program requires more advanced Audio Visual Equipment, A.S. Meeting Services requires a minimum of 2 weeks advance notice to process. If A.S. Meeting Services cannot provide some type of Audio Visual Equipment for your program these items may be available through SDSU's Instructional Technology Services at 619-594-2047 (<http://www.its.sdsu.edu>). Clients are responsible for all fees associated with any lost or damaged Audio Visual Equipment as issued by the Aztec Student Union.

**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" and fees may be assessed for direct labor expenses or the room rental fee, whichever is greater. 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 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 Meeting 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 Aztec Student Union reserves the right to recharge all expenses (minimum rate of \$72.00) to your organization for all cleaning situations deemed as being excessive.

**CONTRACTED SERVICES** - The 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 21 days in advance of your event. Late cancellation fees will be assessed to the client for those services that are canceled within the set deadline of each individual service provider. Check with your A.S. Meeting Representative for more information.

**DECORATIONS** - All Decorations must be approved in advance by Aztec Student Union personnel. Votive candles in glass votive holders or candles enclosed in glass hurricanes may be used but require approval. The Aztec Student Union prohibits the use of items such as glitter and confetti. The Aztec Student Union only authorizes the use of Poster Putty and Painters' Tape to adhere items to floors, walls, and or ceilings. No tacks, push pins, or nails are allowed. Clients are responsible for the removal and disposal of all decorations following the completion of their program.

**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.

**DELIVERIES & STORAGE** - Due to space and storage constraints, the 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. A.S Meeting Services will assist in locating companies that can provide freight services. The 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** - 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/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 events with more than 50 persons in attendance. 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 of \$100.00 and/or suspension of reservation privileges. Please contact Aztec Shops Catering at (619)594-7641 for additional information.

**FURNITURE -** Furniture set-ups are included at no additional cost provided that the 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.

**HOURS OF OPERATIONS & OVERTIME -** The Aztec Student Union Event Hours are from 8am - 10pm Monday through Saturday during the academic calendar and from 8am - 4:30pm Monday through Friday during academic breaks/ summer. The 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 (\$61.00) per hour 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 14 days prior to event. Overtime is subject to availability. Consult the assigned A.S. Meeting Services representative 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 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 -** 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. In the instance that the rental and/or personnel fees exceed the billing amount indicated on the PO late request will be denied unless additional payment details can be finalized with client's A.S. Meeting Services representative.

**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 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.

**MERCHANDISE SALES -** All sales are subject to approval by Aztec Shops, Ltd. Associated Students reserves the rights to collect portion of all merchandise sales in AS Facilities. Minimum daily fee of \$25.00 per 6-foot merchandise table (or similar area) will be charged.

**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, and 3) The third offense will result in a minimum fine of \$250 as well as a suspension of the departments Aztec Student Union reservation privileges for a minimum of one academic semester. All previously scheduled reservations may also be canceled in compliance with this policy.

**OUTDOOR SOUND -**Outdoor Sound Approval Form must be on-file within 14 days of Event. Sound sources (amplified or otherwise produced) at Scripps Cottage spaces must be contained to space being used and must not impact other facility users. Meeting Services reserves the right to monitor and control volume.  
<http://sll.sdsu.edu/studentorgs/forms/AmplifiedSoundRequest.pdf>

**PARKING -** Parking enforcement on the SDSU Campus occurs daily from 8am - 10pm 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 offer by SDSU Parking Services. For specific questions, call (619)

594-6671 or visit the Parking Services Website. <http://police.sdsu.edu/parking.htm> or download the University Parking Request at <http://police.sdsu.edu/pdf/SDSUAdvancedParkingRequest.pdf>

**PAYMENT** - Purchase Order is due 7 days prior to event. Payment is due net 30 days from event date. Payment accepted: University and Foundation Purchase Orders ONLY. **Purchase Order Requisitions are not considered proof of payment and will not be accepted.** Cash, money order, or personal checks cannot be accepted for University-sponsored events. Deposits may be required for certain events. For reservations with ticket sales, charges will be deducted from gross ticket sales and balance will be paid by Purchase Order.

**PROHIBITED ITEMS** - Items include (but are not limited to): glitter, confetti, dry rice, loose helium balloons, open flames/candles, exposed heating elements, oil-based fog machines and flammable decorations. Nailing, taping, or otherwise attaching anything to the walls, 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://www.eatatsdsu.com/SDSUCatering/PoliciesForms/tabid/164/Default.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 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.

**SECURITY** - SDSU Associated Students have an exclusive contract with Elite Show Services Ltd. Therefore, the 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 21 days in advance of the event date.

**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.

**TICKETING** - Admission-based events, including fee-based conferences must use the Viejas Arena Ticket Office to process ticketing or on-site registration and to collect fees. The house collects 10% of gross ticket sales or room rental fee, whichever is greater. Collecting funds or unapproved tickets at the venue in exchange for admission strictly prohibited and may result in suspension of reservation privileges. Meeting Services reserves the right to require ticketing and associated staffing to control capacity.

## 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.

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Print Name

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University Department's Signature

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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 - Replay 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.