



Reservation Priority Policy Waiver Request

The Aztec Student Union Reservation Priority policy is as follows:

1. SDSU recognized student organizations - 1 year in advance
2. SDSU Departments - 5 months in advance
3. Off-Campus - 3 months in advance

In addition, a maximum of 3 current reservations per semester is allowed.

To request an exception to the policy, complete this form along with a cover letter detailing the purpose of your request and submit to asmtgsvcs@mail.sdsu.edu, attention Assistant Director of Programs & Services. Requests may also be submitted in person at the Union Programs & Services desk located on the 3rd floor of the Aztec Student Union.

Prior to submitting your completed documents, we will place a "hold" on the date(s) and room(s) you are requesting. The "hold" status is only valid for 2 business days (Mon-Fri) pending receipt of your completed documents. The "hold" will be released if your documents are not received within 2 business days. Upon receipt of your completed documents we will notify you of the status of your request within 2-3 weeks (subject to holidays and breaks).

CONTACT INFORMATION

Organization / Department / Customer

Contact Name

Phone

Contact Mailing Address

Email

EVENT INFORMATION

Date of Event

Event Start Time

Event End Time

Event Name

Admission or Registration Fee Amount

Detailed Description and Purpose of Event

Estimated Attendance

Name of Room(s) Requested

Audience Demographic — Please Describe

Is the event exclusive to SDSU participants only? Yes No, if no, explain

Names of Speakers, Performers or Entertainers

What other locations besides Aztec Student Union have been considered?