Only SDSU Student Organizations with current on-campus recognition may request a regular meeting space with Union Program & Services. Renewal of student organization recognition for the 2014-15 school year must be submitted to Student Life and Leadership no later than August 31st, 2014.

Completed Regular Meeting Reservation Requests will be accepted at Union Program & Services Monday, April 21st, through Friday, April 25th, 2014. Upon submission of request recognized student org. officers will receive a ticket. Ticket will be drawn at random to determine the order in which Regular Meeting Requests will be processed.

Requests must be submitted by one of the top five officers, as indicated by organizations listed in the SDSU Recognized Student Organization database. Requests must be submitted by an officer who will maintain officer status through Fall 2014 (i.e. not graduating or leaving their position).

*Student Organization Regular Meetings will not be scheduled the first week of classes of Fall Semester, regular meetings will begin the week of Tuesday, September 2nd, 2014.

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**Fall 2014 - Spring 2015**

**Organization Name:** ____________________________________________________________

**Officer's Name:** ________________________________________________________________

**Phone Number:** ___________________________ **E-mail:** ______________________________

**Alternate Officer's Name:** _______________________________________________________

**Phone Number:** ___________________________ **E-mail:** ______________________________

**AZTEC STUDENT UNION MEETING ROOM SETUP TYPE:**

**STANDARD ROOMS:** (Subject to availability and restrictions may apply.)

Mark 1 next to first choice, 2 next to second choice:  

___ Lecture  ___ Boardroom  ___ Hollow Square

*Each meeting room has a set occupancy. Aztec Student Union staff will monitor and enforce occupancy at all times. Organizations who violate these terms will jeopardize their current and future reservations.*

**DATE AND TIME:** (Please schedule for Fall 2014 - Spring 2015)

Start Date: _____/_____/2014 **End Date:** _____/_____/2015 (Space available beginning 9/2/14) (Space not available after 5/7/15)

Reservations for regularly meetings will only be held during Academic Semesters. Meeting dates that fall under Holidays and/or outside of Academic Semesters will not be scheduled.

**DAY OF WEEK:** Mark 1 next to first choice, 2 next to second choice:

___ Sunday  ___ Monday  ___ Tuesday  ___ Wednesday  ___ Thursday  ___ Friday

**REGULARITY:**  

[ ] Weekly  [ ] Every Other Week  [ ] Monthly  [ ] Other (specify dates) __________________________

**RESERVATION TIME:** (Two hour maximum, meeting must start on the hour or half-hour)

First Choice - Start Time: _____:_____[ ] am [ ] pm (Not earlier than 8:00am)  

End Time: _____:_____[ ] am [ ] pm (No later than 9:30pm)

Second Choice - Start Time: _____:_____[ ] am [ ] pm (Not earlier than 8:00am)  

End Time: _____:_____[ ] am [ ] pm (No later than 9:30pm)

**REGULAR ATTENDANCE NUMBER:** ________

**AUDIO-VISUAL EQUIPMENT NEEDED:**  

[ ] Yes  [ ] No

*All rooms are equipped with a display and sound system, users must provide a VGA or HDMI compatible laptop.*

I understand that I will receive information regarding the status of our application via the contact information I have provided. I agree that the information is correct and I will not hold the Associated Students responsible if any messages to the contact information provided are undeliverable. I also acknowledge that it is our organization’s responsibility to sign and return the Reservations Agreement to the Union Programs & Services Office within 5 business days of receiving notification.

As an officer of our organization, I hereby state that the information provided in this request is accurate and understand that providing false information may result in forfeiture of our application.

Officer’s Signature __________________________________________ Date ___________________