



**ASSOCIATED STUDENTS, SJSU
RECREATION AREA
*Policies and Procedures***

RESERVATION INSTRUCTIONS OF A.S. RECREATION AREA:

1. Check availability of area by calling (408) 924-6242 or (408) 924-6266.
2. Complete reservation form and fill out any other applicable forms for equipment, BBQ pits, etc. Reservations will be taken up to 90 days in advance. Equipment checkout is handled through Campus Recreation and requires additional reservation.
3. Be prepared to provide information on event when calling to reserve space.
4. Read and sign policy and procedures for reserving AS space.
5. Point of contact is responsible for ensuring that areas are left clean prior to departure.
6. A **\$100 deposit check payable to ASCR** that will be returned upon completion of clean-up checklist.
7. For more information, contact Associated Students at (408) 924-6242 or (408) 924-6266

POLICIES:

1. No BBQ pits allowed. If needed, a BBQ pit may be available that requires additional reservation.
2. Absolutely no glass, alcoholic beverages, or illegal substances allowed on the Associated Students premises. If your organization is found in violation of this policy, UPD or staff will immediately shut down the event.
3. If organization is having food, arrangements or approval must be made with Spartan Catering.
4. All events must respect and follow The University Time, Place, and Manner Policy.
5. Some events may require UPD staffing, ASCR staffing or insurance, depending on size and nature of event.
6. In case of emergency, first contact UPD (408) 924-2222, then contact Campus Recreation (408) 712-7064.

CLEAN UP CHECKLIST FOR USERS:

1. No trash left on surrounding grounds or activity field.
2. The A.S. Rec Area is not equipped with trash containers. If your event requires trash containers please contact the FD & O service desk 2 weeks in advance of your event.
3. Trash bags tied and placed next to trash container if it does not fit.
4. All facilities and grounds must be left in their original state.
5. If the above clean-up policies are not followed, your organization will be charged a clean-up fee.

FACILITIES:

Restrooms are located on the main floors of Duncan Hall and the Spartan Complex (SPX). These may not be available on weekends. The AS House can only be used for restroom access during regular business hours. If needed outside regular business hours, a staffing charge to manage the House will apply.

If lights are needed outside regular business hours, a staffing charge will apply. Please indicate when making reservations.

STAFFING:

Staff may be available to help the organization with setup and take down. Fees for staffing services are up to \$30 per hour with a two hour minimum. ASCR staff must be notified in advance of event responsibilities and must be approved by both parties.



**ASSOCIATED STUDENTS, SJSU
RECREATION AREA
RESERVATION AGREEMENT**

| | |
|--|--|
| Date of Event: | Type of Event: |
| Time: From: a.m/p.m | To: a.m/p.m |
| Representative: | Dept/ Organization: |
| SJSU ID#: | Other ID#: |
| Phone: | Cell Phone#: |
| Number in Party: | Email: |

By signing this agreement, I certify that my group/ organization will follow the policies and procedures above and have provided Associated Students with accurate insurance information or met SJSU insurance guidelines.

Print Name _____ Signature _____ Date _____

Audio Visual Services

| | |
|--|--|
| <input type="checkbox"/> We will not have any A/V services | |
| <input type="checkbox"/> We will have the following items: | <input type="checkbox"/> Amplified Sound |
| | <input type="checkbox"/> Other: |

*The Student Union has a full-service A/V department and will work to meet all A/V needs. All events with live music or DJ's must be approved by the A/V Supervisor. **If you need A/V services, you must contact the Student Union at 924-6300.***

Food Services

| | |
|---|---|
| <input type="checkbox"/> Yes, we will be having food | <input type="checkbox"/> Spartan Catering food agreement Attached |
| <input type="checkbox"/> No, we will not be having food | |

All food must be arranged or approved by Spartan Catering Services. Spartan Catering food and drink approval forms are available. Unauthorized food may be confiscated.

Lighting Services

| | |
|--|---|
| <input type="checkbox"/> No, we will not need lights | <input type="checkbox"/> Yes, we will need lights |
|--|---|

All events after 6:00pm will need lights to illuminate the space. There are additional charges for lighting services. Staffing for lights are \$30 per hour depending on event.

*****Office use only below this line*****

| | |
|--|---|
| Name of Customer Paying Deposit: _____ | Estimated Costs: _____ |
| Staff member taking Reservation: _____ | Hold Harmless Agreements Required: Yes___ No___ |
| Insurance Contact Name: _____ | Insurance Carrier: _____ |
| Insurance Phone: _____ | Fax Number: _____ |
| Water schedule change: Yes___ No___ | Other A.S. Reservation Forms on File: _____ |