

The University of Arizona Student Union Memorial Center ROOM RESERVATION POLICIES & REQUEST FORM

Student Union Memorial Center Event Services 1303 E. University Blvd. Room 348 P.O. Box 210017 Tucson, AZ 85721-0017	Please submit completed requests to: sueventplanning@email.arizona.edu OR Room 348 of the Student Union Memorial Center (520) 621-1414
--	---

CLIENT INFORMATION

DEPARTMENT/ORGANIZATION	
ADVISOR NAME	CONTACT NAME
ADVISOR PHONE NUMBER	CONTACT PHONE NUMBER
ADVISOR EMAIL	CONTACT EMAIL

BILLING INFORMATION

DEPARTMENT/ORGANIZATION		CONTACT NAME
ADDRESS		CONTACT PHONE NUMBER
CITY		CONTACT EMAIL
STATE	ZIP	FRS ACCOUNT NUMBER

EVENT INFORMATION

TITLE OF EVENT		TYPE OF EVENT		# OF PEOPLE		CATERING <input type="checkbox"/> YES <input type="checkbox"/> NO	
EVENT START TIME AM PM		EVENT END TIME AM PM		EVENT SETUP START TIME (IF NEEDED) AM PM		EVENT TEARDOWN END TIME (IF NEEDED) AM PM	

EVENT DATE(S)

Specify the dates for each month of the semester you wish to reserve a room (i.e. JAN: 7,14,21,28)

SPRING	JAN	FEB	MAR	APR	MAY	JUNE
FALL	JUL	AUG	SEP	OCT	NOV	DEC
ALTERNATIVE EVENT DATES FOR NON-REOCCURRING EVENTS (LIST IN ORDER OF PREFERENCE)						

ROOM PREFERENCE & SETUP STYLE

1ST FLOOR: Games Room, The Cellar; **2ND FLOOR:** Kiva, Gallagher; **3RD FLOOR:** Grand Ballroom (Whole), S. Ballroom, N. Ballroom, Tucson, Catalina, Rincon, Santa Rita, San Pedro, Santa Cruz, Sabino, Mesquite, Pima, Picacho, Madera, Cholla, Ocotillo, Union Gallery, Kachina Lounge; **4TH FLOOR:** Agave, Copper, Presidio, Tubac, Ventana

ROOM PREFERENCE: <input type="checkbox"/> ANY 1.) 2.) 3.)						
<input type="checkbox"/> BLOCKSHAPE/ BOARDROOM	<input type="checkbox"/> AUDITORIUM (ROWS OF CHAIRS)	<input type="checkbox"/> RECEPTION (COCKTAIL TABLES)	<input type="checkbox"/> CLASSROOM (CHAIRS W/TABLES)	<input type="checkbox"/> BANQUET ROUNDS	<input type="checkbox"/> U-SHAPE	<input type="checkbox"/> HOLLOW SQUARE

AUDIOVISUAL & ADDITIONAL SETUP INSTRUCTIONS

<input type="checkbox"/> PROJECTOR & SCREEN \$90 - \$295	<input type="checkbox"/> SCREEN ONLY (CLIENT BRINGING OWN PROJECTOR) - No Charge	<input type="checkbox"/> LAPTOP \$175	<input type="checkbox"/> PODIUM No Charge	<input type="checkbox"/> MICROPHONE \$25
ADDITIONAL/SPECIAL SETUP INSTRUCTIONS				

CERTIFICATION

Reservations are not approved unless the Reservation Conditions, Terms and Policies (on the back of this form) have been read, understood and signed by the individual reserving the room (the lessee) and approved by a representative of the Arizona Student Union Event Services (lessor).	
LESSEE NAME (PLEASE PRINT) <i>Must be President or Treasurer for Student Groups and Faculty or Staff for Departments</i>	LESSEE SIGNATURE (<i>Must be President or Treasurer for Student Groups and Faculty or Staff for Departments</i>)
DATE	I have read and agree to all of the Room Reservation Conditions, Terms and Policies.

Room Reservation Conditions, Terms and Policies

1. University departments and recognized student organizations are allowed two general meeting rooms per week at no charge with a two hour limit per meeting. Those two, two-hour, time slots cannot be utilized on the same day or combined together for longer meetings. Any reservations that do not meet these parameters will incur charges.
Please initial to acknowledge understanding of the above policies.
2. Reservation requests should be submitted at least 2 weeks in advance to allow adequate time to schedule the facility/room(s).
3. **Cancellation and No-Show Policies:** The Student Union Memorial Center's cancellation policy for all general meeting spaces is a *full ten business days* prior to the reservation date and a *full 45 days'* notice prior to the reservation date for all larger rooms. Failure to cancel within those time frames, or failure to show at the time of your scheduled event, will incur charges for the event regardless of whether or not the event initially carried charges and may result in a loss of room privileges.
Please initial to acknowledge understanding of the Cancellation and No-Show policies.
4. **Food and Beverage Policy:** Food and/or beverages other than those provided by the Arizona Student Unions are NOT permitted in the Arizona Student Unions.
Please initial to acknowledge understanding of the Food and Beverage policies.
5. **Alcohol Policy:** Permission to serve alcoholic beverages requires approval ten (10) business days prior to the scheduled event. Please contact su-alcoholpermit@email.arizona.edu.
Please initial to acknowledge understanding the Alcohol of policies.
6. Arizona Student Unions staff (i.e. Operations Managers) have access to all facilities/rooms at any and all times.
7. All properties are to be accounted for and left in the condition they were received. Extra property is to be removed from the premises immediately after the event unless prior arrangements have been made with the Event Planning Office.
8. The Arizona Student Unions are not responsible for personal items lost or left in the room(s). Items left in the Arizona Student Unions' facilities may incur additional charges for labor or storage.
9. Lighting, wiring, scenery or furniture are not to be changed except by special permission from the Arizona Student Unions. If special permission is granted, such lighting, wiring, scenery, or furniture must be replaced as directed at the expense of the party requesting the change. Any materials affixed to painted walls and/or wood surfaces is prohibited. Damage occurring in a room or loss of equipment during facility use will be charged to the group responsible for the reservation.
10. Nothing may be hung, pasted or affixed in any manner to the facility walls, doors, windows or floors. Cork boards and easels may be provided for any signs or banners requested to be displayed.
11. Candles, incense or other flammable items may not be burned in any of the Arizona Student Unions' Facilities.
12. The program for speakers, room set-ups, room decorations and equipment needs must be submitted for approval at the time of the reservation request is submitted.
13. Any advertising for the promotion of the program, such as newspaper releases, posters, tickets and handbills must indicate the sponsoring agent. Any advertising or promotion of the event must also be discussed with the Event Planning Office beforehand.
14. The Arizona Student Unions reserve the right to refund deposits paid in advance for the rental of any facilities, or to cancel an event, should the Arizona Student Unions decide the usage is not in the best interests of the Arizona Student Unions. The Unions may cancel the use of the facility on the date of the event, or beforehand, by notifying the reserving group in the following manner: by telephone, messenger, letter addressed to the requesting group, email or inserting one advertisement in a daily Tucson newspaper – at any time prior to any such performance or event.
15. If liability insurance is required, liability insurance shall be provided by the requesting organization and evidence of same (satisfactory to the Arizona Student Unions) filed with the Event Planning office at the time of signing this agreement. The insurance shall be provided in the minimum limits of \$1,000,000 combined single limit for Liability and Property Liability coverage.
16. To the extent permitted by the law, the requesting group agrees to save and hold harmless Arizona Student Unions from any damages which may occur to any person or property due to negligent or willful acts of employees, student, participants, spectators or agents of the requesting group. Please confer with an Event Coordinator for more information about insurance and to see if insurance is required for your specific event.
17. EXTRA SERVICE: Requesting organizations shall pay a sum to the Arizona Student Unions on demand for additional equipment, setup, labor, etc. incurred and/or requested (above the amount of facility rental) if required by the Arizona Student Unions.
18. All Non-University reservations must be PRE-PAID and are subject to cancellation fees prior to 45 days.