

## **Contract Information:**

\_\_\_\_\_ STUDENT ORGANIZATION RECOGNITION - SDSU Center for Student Organizations & Activities (CSOA) determines and manages all deadlines with Student Organizations applying for annual recognition status for each academic year. In order for the Conrad Prebys Aztec Student Union (CPASU) facilities to fairly manage the use of their spaces, Union Programs & Services (UPS) reserves the right to cancel all reservation requests submitted by non-recognized Student Organizations based upon all deadlines set forth by SLL.

\_\_\_\_\_ EVENT APPLICATION SYSTEM (EAS) - Student Organization meetings and/or events require on-line submission through the Center for Student Organizations & Activities' (CSOA) Event Application System at the time of reservation. An EAS number is required on the signed Reservation Agreement. Failure to submit this item may result in your reservation being cancelled. Be advised that submitting your EAS does not guarantee a meeting room or an event space reservation with UPS.

\_\_\_\_\_ RESERVATION AGREEMENT - The Union Programs & Services (UPS) Reservation Agreement must be signed and returned within (10) days of making the reservation. All reservations are considered "Tentative" until receipt of signed Reservation Agreement. Reservation is subject to cancellation if deadline is not met.

\_\_\_\_\_ CHANGES, ADDITIONS & CANCELLATIONS - All program details are due (14) days prior to the event date. Should the client have any changes and/or additions, they must contact UPS no later than (14) days in advance of their event to avoid penalties or late fees. Cancellation within (14) days of the meeting or event date may result in a suspension of reservation privileges and/or Student Organization "comp rooms" may be forfeited. In addition, fees may be assessed for direct labor expenses and the room rental fee. Cancellations without notice will be considered as "No Shows." "No Shows" have a negative impact on Union Programs & Services' ability to effectively schedule facilities and personnel. Clients who repeatedly "No Shows" will result in the cancellation of further reservations for your organization.

\_\_\_\_\_ OCCUPANCY - The Conrad Prebys Aztec Student Union facilities have varied occupancies for their facilities ranging from 1 to 1200. 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 a verbal warning, 2) The second offense will cause your program to be canceled for the remainder of that allocated time. 3) The third offense will result in the suspension of the Aztec Student Union reservation privileges for a minimum of 6 months. All previously scheduled reservations may be canceled in compliance with this policy.

## **Audio Visual & Technology:**

\_\_\_\_\_ AUDIO VISUAL EQUIPMENT (A/V) - The CPASU provides basic audio visual equipment in all of its meeting and event spaces that can be reserved through UPS for no cost. Should an event require AV services and staffing beyond the basic setup, additional fees may be incurred. UPS requires a minimum of (14) days in advance to add or change any AV services. Changes made within (14) days will be assessed on a case-by-case basis and may not be available. Client is responsible for costs associated with damaged AV equipment while at the event.

\_\_\_\_\_ AUDIO VISUAL CONTENT - The CPASU does not modify, edit, or create any video, still image, or audio content, for events. All event content must be provided by the client on a USB drive or other file storage/transfer method. Images must be formatted as a .JPG or .PNG files. If desired, content can be provided to UPS prior to an event to be tested. The CPASU does not allow the use of copyrighted materials. To use copyrighted photos, music, or movies, permission must be obtained from the copyright holder.

## **Facilities:**

\_\_\_\_\_ RESERVATION TIMES - Bookings within the CPASU come with four distinct reservation times. The "Event Start" and "Event End" times indicate the time in which the event actually occurs (times appear in bold). The "Reservation Start" and "Reservation End" times indicate the times reserved for the client to properly load-in and set-up for their program, as well as tear-down and load-out after their program is finished. Extended load-in or load-out times will result in additional fees.

\_\_\_\_\_ HOURS OF OPERATIONS & OVERTIME - Reservations requiring client access outside of CPASU hours of operation, or on University holidays, will incur building overtime fees. Please visit the Student Union website for hours of operation. <https://as.sdsu.edu/aztec-student-union/content.php?sub=12>

\_\_\_\_\_ SETUPS - UPS staff will set up each room as requested by the client based on meeting or event specifications and operational availability. UPS can provide the client with an electronic copy of the furniture setup prior to the reservation as needed. Furniture set-ups must remain in the same order as you arrived and as you requested in the reservation after the conclusion of the event or additional labor fees may be charged. Should the room setup(s) not be conducive to the meeting or event, the client must contact UPS to request an alternative setup. Setups will be modified based on staff and operational availability.

\_\_\_\_\_ DECORATIONS & PROHIBITED ITEMS - All decorations must be approved in advance by UPS staff. Clients are asked to keep to a minimum the amount of items needing to be adhered to the walls, floors, or ceilings, of the Student Union. The CPASU only authorizes the use of painter's tape to adhere items to walls. Clients are responsible for the removal and disposal of all decorations following the completion of their event. If the use of any prohibited items is essential to an event, please contact UPS to determine options. Prohibited items include (but are not limited to): glitter, confetti, rice, balloons, open flames/candles, exposed heating elements, fog machines, dry ice machines, and flammable decorations. All items the client wishes to keep must be removed at the conclusion of the event; all other items will be disposed of.

\_\_\_\_\_ CLEANING SERVICES & FACILITY DAMAGE - The client is responsible for reasonable clean-up of the facility after use. All non-disposable items must be removed at the conclusion of the event. Fees may be assessed by the CPASU if extra cleaning or maintenance is anticipated or required. The CPASU reserves the right to recharge all expenses, including labor costs (minimum rate of \$100.00) to the client for all cleaning situations deemed as being excessive. In the instance of damage to CPASU equipment or facilities, charges equivalent to equipment replacement or facility repair may be assessed.

\_\_\_\_\_ SDSU AND CPASU BUILDING USE GUIDELINES - All programs and events held at the CPASU must comply with the policies and standards set forth by the Regulations for Use of San Diego State University Buildings and Grounds as well as the Student Union Building Use Guidelines. All clients agree to comply with such regulations at all times. To view the Regulations for Use of San Diego State University Buildings and Grounds or the CPASU Building Use Guidelines please go to the links below. Student Union staff can provide a physical copy of either or both upon request.  
SDSU Building & Grounds - <http://bfa.sdsu.edu/financial/budget/docs/BuildGroundsRegulations.pdf>  
CPASU Building Use Guidelines - <https://as.sdsu.edu/useruploads/files/forms/meeting-services/aztecstudentunionuildingguidelines.pdf>

#### **Food & Beverage:**

\_\_\_\_\_ FOOD & BEVERAGE POLICY- SDSU Catering / Aztec Shops Ltd. has first right of refusal for all public events that involve food and beverage prepared or purchased from any off-campus source (this includes potlucks) and requires their signature approval waiving their catering right for any events on the SDSU campus. 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 meetings and events. Delivery from other food sources is strictly prohibited. Violations of this policy may result in a fine and/or suspension of reservation privileges. Please contact SDSU Catering at (619) 594-7641 for additional information.

#### **Miscellaneous:**

\_\_\_\_\_ UNCONTROLLED NOISE - Client understands and acknowledges that the reserved space(s) are located on San Diego State University. Additionally, client understands and accepts that, as such, any number of events, both planned and unplanned, may be occurring during the contracted date/time. Furthermore, client understands and accepts that A.S. and the CPASU cannot guarantee that use of reserved space(s) will be free from outside distractions, disturbances and/or spontaneous, uncontrolled, SDSU campus noise.

#### **COVID-19 PROTOCOLS**

\_\_\_\_\_ COVID-19 WARNING - Client, and all Client affiliates, acknowledges an inherent risk of exposure to COVID-19 exists in any place where people gather. COVID-19 is an extremely contagious disease that can lead to severe illness and death. Client shall assume all risks, hazards, and dangers arising from or relating in any way to the risk of contracting a communicable disease or illness - including, without limitation, exposure to COVID-19 or any other bacteria, virus, or other pathogen capable of causing a communicable disease or illness, whether that exposure occurs before, during, or after the event, and regardless of how caused or contracted - and Client hereby waives any and all claims and potential claims against the State of California, the Trustees of the California State University, San Diego State University, Associated Students of San Diego State University and all of their officers, employees and agents - and against any companies affiliated with the State of California, the Trustees of the California State University, San Diego State University, Associated Students of San Diego State University and all of their officers, employees and agents - relating to such risks, hazards, and dangers.

#### **SIGNATURE:**

As an authorized agent of the above-listed group, I agree to abide by the policies of Associated Students (A.S.) 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 and defend the State of California, the Trustees of the California State University, California State University, San Diego State University, the Associated Students of SDSU and all of their officers, employees and agents, against and hold them harmless from, any and all claims, demands, causes of action, damages, costs and liabilities, in law or in equity of every kind and nature whatsoever, including attorney's fees, which in any way arise from the activity that is the subject of this agreement, including any liability arising from the act or negligent act of A.S./SDSU, San Diego State University, the Board of Trustees of the California State University, the State of California and all of their officers, employees and agents, the undersigned or anyone else. UPS reserves the right 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.

\_\_\_\_\_  
Reservation Contact Print Name

\_\_\_\_\_  
Reservation Contact Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty/ Staff Advisor of Organization Print Name

\_\_\_\_\_  
Faculty/ Staff Advisor of Organization Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
EAS #

Union Programs & Services requires a copy of this signed agreement for their records. Feel free to make a copy for your records and then forward us this document to any of the following options:

1. Adobe Sign - Please contact Union Programs & Services to have this agreement sent to you electronically for signature.
2. Email - If you have the ability to sign and complete this agreement electronically on your own, then simply email the completed document to [asmtgsys@sdsu.edu](mailto:asmtgsys@sdsu.edu).
3. Drop Off - You can deliver this agreement to Union Programs & Services located at the Conrad Prebys Aztec Student Union Room 320. Office Hours are Monday - Friday 8:00am - 4:30pm.
4. Campus Mail - Please address envelope to "A.S. Union Programs & Services" Mail Code 7806.
5. Regular Mail - Please address envelope to "A.S. Union Programs & Services" c/o Conrad Prebys Aztec Student Union, Aztec Student Union Room 320, 5500 Campanile Drive, San Diego CA 92182-7806.