

Room Reservation Request Form



Event Planning Office • Student Union Memorial Center
P.O. Box 210017 • Tucson, AZ 85712-0017
ph. 520.621.1414 • fax 520.621-2545

Please print

Organization: _____

Name of Applicant: _____ Phone: _____ Fax: _____

Address: _____ Email: _____

Advisor: _____ Phone: _____ Fax: _____

Address: _____ Email: _____

Billing Address/Dept. Acct.#: _____

Title of Event: _____

Date of Event: _____ Number of Attendees: _____

(for multiple events, please complete the section below)

Time of Event (please include set-up time): _____ To: _____

Type of Event (i.e.: meeting, luncheon, etc): _____

Room Preference: 1st choice _____ 2nd choice _____

Set-up Requirements: _____

Multiple Events

RECURRING/MULTIPLE RESERVATIONS

Please specify the dates for each month of the semester you wish to reserve a room (ie, JAN: 7, 14, 21, 28)

☐ **SPRING**
year

JAN: _____

FEB: _____

MAR: _____

APR: _____

MAY: _____

JUN: _____

☐ **FALL**
year

JUL: _____

AUG: _____

SEP: _____

OCT: _____

NOV: _____

DEC: _____

Recognized student organizations are allowed two pre-set rooms per week at no charge, with a two hour limit per meeting. Any groups using rooms more than twice per week or with a special set-up will incur a room charge.

Reservations are not approved unless the Reservation Conditions (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 Unions Event Scheduling Office (lessor).

Signature

Date: _____

I have read and understand the "Reservation Conditions" on the back of this form

www.union.arizona.edu/rooms

Room Reservation Conditions

1. Reservation requests should be submitted at least 2 weeks in advance to allow adequate time to schedule the facility/room(s).
2. Food or beverages other than those provided by the Arizona Student Unions are not permitted.
3. Permission to serve alcoholic beverages requires permit approval ten (10) working days prior to the scheduled event. The permit approval form is available at the Event Planning office.
4. Arizona Student Unions staff (i.e. Operations Managers) have access to all facilities/rooms at any and all times.
5. 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.
6. The Arizona Student Unions are not responsible for personal items, either lost or left in the room(s). Items left in the Arizona Student Unions' facilities may incur an additional charge for labor or storage.
7. 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.
8. Nothing may be hung, pasted, or affixed in any manner to the facility walls, doors, windows, or floors. Cork boards and easels will be provided at no charge for any signs or banners requested to be displayed. Candles, incense or other flammable items may not be burned in any of the Arizona Student Unions facilities.
9. The program for speakers, room set-ups, room decorations and equipment needs must be submitted for approval at the time the reservation is requested.
10. 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.
11. The Arizona Student Unions reserves 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 reserving group in the following manner: by telephone, messenger, letter addressed to requesting group, email or inserting one advertisement in a daily Tucson newspaper—at any time prior to any such performance or event.
12. 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 Student 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
13. To the extent permitted by the law, the requesting group agrees to save and hold harmless the Arizona Student Unions from any damages which may occur to any person or property due to negligent or willful acts of employees, students, 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.
14. **EXTRA SERVICE:** Requesting organizations shall pay a sum to the Arizona Student Unions on demand for additional equipment, setup, labor, etc. incurred and requested (above the amount of facility rental) if required by the Arizona Student Unions.
15. All fees are due and payable within 30 days of the event unless otherwise arranged for with the Event Planning office. After 30 days, outstanding balances are past due and subject to interest charges.

