



Reservation Order Form

Questions about how
to complete this form?

Please return completed
form to:

Contact:
Event Services Office
(520) 621-1414
sueventplanning@email.arizona.edu

Student Union Memorial Center
1303 E. University Blvd.
P.O. Box 210017
Tucson, AZ 85721-0017
SU Room. 348

2ND FLOOR	<input type="checkbox"/> KIVA	<input type="checkbox"/> GALLAGHER				
3RD FLOOR	<input type="checkbox"/> SAN PEDRO	<input type="checkbox"/> S. BALLROOM	<input type="checkbox"/> CATALINA	<input type="checkbox"/> TUCSON	<input type="checkbox"/> CHOLLA	
	<input type="checkbox"/> SANTA RITA	<input type="checkbox"/> N. BALLROOM	<input type="checkbox"/> RINCON	<input type="checkbox"/> SABINO	<input type="checkbox"/> PIMA	
	<input type="checkbox"/> SANTA CRUZ	<input type="checkbox"/> MESQUITE	<input type="checkbox"/> OCOTILLO	<input type="checkbox"/> PICACHO	<input type="checkbox"/> MADERA	<input type="checkbox"/> MESA
4TH FLOOR	<input type="checkbox"/> AGAVE	<input type="checkbox"/> COPPER	<input type="checkbox"/> PRESIDIO	<input type="checkbox"/> TUBAC	<input type="checkbox"/> VENTANA	

ORGANIZATION/ DEPARTMENT	CONTACT NAME	
EMAIL	PHONE	FAX
ADDRESS	CITY/STATE	ZIP
ADVISOR NAME	ADVISOR PHONE	
ADVISOR EMAIL		

Billing Information

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

Event Information

TITLE OF EVENT	DATE OF EVENT	START TIME	END TIME
TYPE OF EVENT	# OF PEOPLE	ROOM PREFERENCE	

Recurring/Multiple Reservations Specify the dates for each month of the semester you wish to reserve a room (ie, JAN: 7,14,21,28)

<input type="checkbox"/> SPRING	JAN	FEB	MAR	APR	MAY	JUNE
<input type="checkbox"/> FALL	JUL	AUG	SEP	OCT	NOV	DEC

Setup Instructions

☐ **CATERING NEEDED** Call (520) 621-1989 or visit www.union.arizona.edu/catering to place an order

<input type="checkbox"/> BLOCK SHAPE	<input type="checkbox"/> AUDITORIUM	<input type="checkbox"/> RECEPTION STYLE	<input type="checkbox"/> CLASSROOM	<input type="checkbox"/> BANQUET ROUNDS	<input type="checkbox"/> U SHAPE	<input type="checkbox"/> HOLLOW SQUARE
MEDIA NEEDED (CHECK ALL THAT APPLY)	<input type="checkbox"/> PROJECTOR (\$75)	<input type="checkbox"/> LAPTOP (\$175)	<input type="checkbox"/> PODIUM W/MIC	<input type="checkbox"/> HH MIC	<input type="checkbox"/> EASEL	<input type="checkbox"/> EXT CORD

SPECIAL SETUP INSTRUCTIONS

Certification

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 Services (lessor).

LESSEE NAME (PLEASE PRINT)	SIGNATURE
DATE	I have read and agree to the "Reservation Conditions" on the back of this form



Room Reservation Conditions

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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 or 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 may be provided 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/or requested (above the amount of facility rental) if required by the Arizona Student Unions.
15. All Non-University reservations must be PRE-PAID and are subject to cancellation fees prior to 30 days. For more information please contact directly Event Services Office at (520) 621-1414 or email: su-eventplanning@email.arizona.edu.