

**SDSU FACILITY RENTAL RESERVATION REQUEST**

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

Organization: \_\_\_\_\_ Federal Tax ID #: \_\_\_\_\_

\_\_\_\_\_ a government agency    \_\_\_\_\_ a nonprofit, charitable, education, or character building organization  
\_\_\_\_\_ other    \_\_\_\_\_ a group or individual who will use the facility for education or noncommercial uses

SDSU Co-Sponsor: \_\_\_\_\_  
Name/Department    Campus Phone    *Note: SDSU Co-Sponsor must sign this form*

Date(s) of Rental: \_\_\_\_\_ Facility Requested: \_\_\_\_\_

Time of Event: \_\_\_\_\_ to \_\_\_\_\_ Start Set-up at: \_\_\_\_\_ End Clean-up at: \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_ admission charge (yes/no)    \_\_\_\_\_ cost of admission    \_\_\_\_\_ estimate number of people attending

SPECIAL NEEDS:    \_\_\_\_\_ with lights    \_\_\_\_\_ clean-up required    \_\_\_\_\_ help with set-up  
\_\_\_\_\_ pre-pay parking    \_\_\_\_\_ clean-up not required  
\_\_\_\_\_ self-parking    \_\_\_\_\_ estimate number of cars

CONCESSION NEEDS: Contact Aztec Shops Concession Manager at 619-594-4632.

MERCHANDISE:    \_\_\_\_\_ request to sell items at event    type of items: \_\_\_\_\_  
(Contact Merchandise Manager at 619-594-7502 for approval)

SPECIAL EQUIPMENT:    \_\_\_\_\_ # of Chairs    \_\_\_\_\_ # of Tables    \_\_\_\_\_ TV/VCR  
\_\_\_\_\_ Overhead Projector    \_\_\_\_\_ PA System    \_\_\_\_\_ Scoreboard

Other: \_\_\_\_\_

All requests for use of facilities must be submitted on this form to Business Services prior to any formal approval. Requests must be mailed or faxed to the following address.

Anna Ellrott    San Diego State University    Phone: 619-594-6114  
Business Services    5555 Canyon Crest Drive    Fax: 619-594-1487  
San Diego, CA 92182-8500

CONDITION: Applicant agrees that any activity conducted will be in accordance with all pertinent University regulations and policies, as well as any applicable federal, state or local laws. Any damages or unusual expenses incurred by the University resulting from this activity will be responsibility of the user. Applicant will provide proof of liability insurance of \$2 million per event. The rental fee must be paid in full prior to the event.

Certificate of Insurance to be provided by: \_\_\_\_\_

Signature of Person Responsible for Event \_\_\_\_\_ Date \_\_\_\_\_