

SAN JOSE STATE UNIVERSITY
UNIVERSITY HOUSING SERVICES
PUBLIC SPACE USE- POLICIES AND PROCEDURES

Statement of Policy

University Housing Services (UHS) has a variety of lounges, rooms and meeting spaces within the residential complex. These rooms are intended for use by housing staff and residents, as well as individuals and groups at the University who are sponsored by UHS, and/or support the goals/mission of UHS by providing a program to benefit University Housing Services and its residents. With the exception of break periods (please see Situational Policies below), these spaces are not available to the general public or for SJSU Faculty/Staff/Students. Interested SJSU Faculty/Staff/Students are encouraged to contact the Student Union, Associated Students, Academic Scheduling for available campus meeting room space, or San Jose City Hall for off campus meeting room space.

University Housing Services is committed to providing space for housing staff and residents for programming, recreation and hanging out. Due to the high demand for space and our limited space for residents, University Housing Services must limit the use of rooms to meetings, programs, and events in support of housing's mission to provide a safe, comfortable, convenient environment in which residents can learn and have fun.

Procedures

- I. Requesting a Room
 - A. Room requests must be made in writing, at least 5 business days in advance.
 - B. Room requests requiring additional support for set up must be made at least 10 business days in advance.
 - C. Room request form must be filled out and turned into the housing office to be processed. Requests for space Monday-Friday from 8am to 5pm will be reserved by the UHS Administrative Assistant. Requests for space after 5pm Monday- Friday and on weekends will be reserved by the Building Residential Life Coordinator (RLC) of the space requested.
 - D. Confirmation of room request will be sent via email to the requestor.

- II. Set up/ Clean Up Procedures
 - A. It is the responsibility of the user to set up and clean up the room/ space reserved. The room should be left as you found it before your use.
 - B. If you require a special set up, arrangements can be made through the UHS Facilities Department. All requests for special set-ups must be made 10 business days before the date of the reservation, no exceptions.

- III. Use of AV Equipment
 - A. Some rooms have AV equipment for your use. You must indicate on your reservation form if you need to use AV equipment and what you need so we can make sure you have access to the equipment. The Courtesy Desk in Campus Village will be responsible to assist you if you have AV needs while you are using the Campus Village Resident Activity Center (RAC) rooms.
 - B. If the room does not have built-in AV equipment, you must provide your own. The Instructional Technology Department (4-3620) on campus can provide equipment.

IV. Responsibility of User

- A. The person/ group reserving the room is responsible for the behavior of all guests that enter the reserved room.
- B. Any damages, trash removal, etc will be billed to the person/ group reserving the room.
- C. Insurance Requirement- Depending on the type of event, person/group responsible may be required to provide proof of insurance, or participant waiver forms.

Permit Process (CV Plaza and Courtyard)

Groups that wish to use the Campus Village Plaza and/or Campus Village Courtyard Grass Areas must obtain a permit from UHS for use of the space. All permit requests must be made in writing on the UHS Room Request Reservation Form and must be submitted at least one week in advance of the event/use of space.

Noise limitations do apply when using the Campus Village Plaza and/or courtyard areas. No amplified noise is allowed. Other requests will be approved on a case by case basis.

All events, groups, and/or signs and sideboards must obtain a permit to be posted in the Campus Village Plaza and Courtyard area.

All equipment, tables, chairs, etc for exterior events must be provided by the group. You can contact Danny Thomas Party Rentals for equipment if you need to rent.

Situational Policies

As space is available, during Winter Break (end of December through mid-January) and during Summer (June-August), some areas in housing residence halls will be available for use by the public (non SJSU affiliated groups) and/or SJSU Faculty/Staff/Students. Requests will be granted on a case-by-case basis and must be submitted at least two weeks in advance. Charges will apply for non SJSU affiliated groups (please see description in the Location Section).

Locations (Descriptions, capacity, AV equipment, cost)

*Washburn Formal Lounge

Located in Washburn Residence Hall, holds approximately 50 people, has several tables and chairs and sofas for seating (not movable), a whiteboard and one piano. No AV equipment. Room is reserved through the Building Assistant Residential Life Coordinator (ARLC), or RLC. No cost for housing/ SJSU groups. Cost in Winter/Summer for Non SJSU groups is \$75 per day.

*Washburn Patio

Located in Washburn Residence Hall, off the TV lounge, holds approximately 50- 70 people, has outdoor tables and chairs and umbrellas (not movable), an outdoor large grill, and outdoor electric outlets. No AV equipment. Space is reserved through the Building ARLC, or RLC. No cost for housing/ SJSU groups. Cost in Winter/Summer for Non SJSU groups is \$75 per day.

*Washburn TV Lounge

Located in Washburn Residence Hall, holds approximately 50 people, has lounge couches and lounge chairs, a large screen TV, ping pong table and pool table. Equipment for the ping pong and pool table is available for checkout at the Washburn hall office/ desk. No AV equipment besides the TV. Space is reserved through the Building ARLC, or RLC. No cost for housing/ SJSU groups. Cost in Winter/Summer for Non SJSU groups is \$75 per day.

*Royce Formal Lounge

Located in Royce Residence Hall, holds approximately 50 people, has several tables and chairs and sofas for seating (not movable), a whiteboard and one piano. No AV equipment. Room is reserved through the Building ARLC, or RLC. No cost for housing/ SJSU groups. Cost in Winter/Summer for Non SJSU groups is \$75 per day.

*Royce Patio

Located in Royce Residence Hall, off the TV lounge, holds approximately 50- 70 people, has outdoor tables and chairs and umbrellas (not movable), an outdoor large grill, and outdoor electric outlets. No AV equipment. Space is reserved through the Building ARLC, or RLC. No cost for housing/ SJSU groups. Cost in Winter/Summer for Non SJSU groups is \$75 per day.

*Royce TV Lounge

Located in Royce Residence Hall, holds approximately 50 people, has lounge couches and lounge chairs, a large screen TV, ping pong table and pool table. Equipment for the ping pong and pool table is available for checkout at the Royce hall office/ desk. No AV equipment besides the TV. Space is reserved through the Building ARLC, or RLC. No cost for housing/ SJSU groups. Cost in Winter/Summer for Non SJSU groups is \$75 per day.

*Hoover Formal Lounge

Located in Hoover Residence Hall, holds approximately 50 people, has several tables and chairs and sofas for seating (not movable), a whiteboard and one piano. No AV equipment. Room is reserved through the Building ARLC, or RLC. No cost for housing/ SJSU groups. Cost in Winter/Summer for Non SJSU groups is \$75 per day.

*Hoover Patio

Located in Hoover Residence Hall, off the TV lounge, holds approximately 50- 70 people, has outdoor tables and chairs and umbrellas (not movable), an outdoor large grill, and outdoor electric outlets. No AV equipment. Space is reserved through the Building ARLC, or RLC. No cost for housing/ SJSU groups. Cost in Winter/Summer for Non SJSU groups is \$75 per day.

*Hoover TV Lounge

Located in Hoover Residence Hall, holds approximately 50 people, has lounge couches and lounge chairs, a large screen TV, ping pong table and pool table. Equipment for the ping pong and pool table is available for checkout at the Hoover hall office/ desk. No AV equipment besides the TV. Space is reserved through the Building ARLC, or RLC. No cost for housing/ SJSU groups. Cost in Winter/Summer for Non SJSU groups is \$75 per day.

*Computer Lab

Located in Building B of Campus Village, on the south side of the building, holds approximately 30 people, with tables/chairs/computer stations. Available only on a limited basis, reserved through the UHS Administrative Assistant for University Housing Services. Cost based on availability of staff for the lab.

*Computer Training Lab

Located within the Computer Lab in Building B of Campus Village, on the south side of the building, holds approximately 15 people with tables/chairs/computer stations. Available only on a limited basis, reserved through the UHS Administrative Assistant for University Housing Services. Cost based on availability of staff for the lab.

*Building C 1st Floor Lounge

Located in Building C of Campus Village (Freshmen Suites), on the first floor across from the front office desk, holds approximately 30 people, has several tables, chairs and sofas. Has a TV with DVD/VCR. Space is reserved through the Building RLC. No cost for housing SJSU groups. Cost in Winter/Summer for Non SJSU groups is \$50 per day.

*CV RAC Room A

Located in Building B of Campus Village (Student Apartments) on the first floor; holds approximately 25-40 people (depending on set up), has lounge furniture, tables and chairs available. Has a plasma TV on the wall with DVD/VCR and audio. Space is reserved through the Building RLC. No cost for housing/SJSU groups. Cost in Winter/Summer for Non SJSU groups is \$75 a day.

*CV RAC Room B

Located in Building B of Campus Village (Student Apartments) on the first floor; holds approximately 25-40 people (depending on set up), has lounge furniture, tables and chairs available. Has ping pong tables and foosball tables. No AV equipment available in this space; though audio is available (CD player). Space is reserved through the Building RLC. No cost for housing/ SJSU groups. Cost in Winter/Summer for Non SJSU groups is \$75 per day.

*CV RAC Room C

Located in Building B of Campus Village (Student Apartments) on the first floor; holds approximately 25-40 people (depending on set up), has lounge furniture, tables and chairs available. Has a data projector and large pull down screen with DVD/VCR and audio. Space is reserved through the Building RLC. No cost for housing/ SJSU groups. Cost in Winter/Summer for Non SJSU groups is \$75 per day.

*CV RAC Room D

Located in Building B of Campus Village (Student Apartments) on the first floor; holds approximately 25-40 people (depending on set up), has lounge furniture, tables and chairs available. Has a data projector and large pull down screen with DVD/VCR and audio. Space is reserved through the Building RLC. No cost for housing/ SJSU groups. Cost in Winter/Summer for Non SJSU groups is \$75 per day.

*CV RAC Room A,B,C,D

Located in Building B of Campus Village (Student Apartments) on the first floor. As one large room, the RAC holds approximately 180 people; has 2 projectors, 2 large screens, one plasma TV, lounge furniture, tables and chairs for 180, DVD/VCR/CD player. Space is reserved through the Building RLC. No cost for housing/SJSU groups. Cost in Winter/ Summer for Non SJSU groups is \$200 per day.

*CV Plaza

Located on the west side of Building B of Campus Village, directly in front of the tower building, outside. Space would accommodate approximately 200 people. Space is reserved through the UHS Administrative Assistant. No cost.

*CV North Courtyard

Located on the west side of Building B of Campus Village, grass area between Building C and Building B, outside. Space would accommodate approximately 200 people. Space is reserved through the UHS Administrative Assistant. No cost.

*CV South Courtyard

Located on the west side of Building B of Campus Village, grass area between Building A and Building B, outside. Space would accommodate approximately 200 people. Space is reserved through the UHS Administrative Assistant. No cost.

*Dining Commons

Located on the west side of Joe West Residence Hall, corner of 8th Street and San Salvador street, holds approximately 300 people. Has a podium, large drop down screen, no other AV equipment. Space is reserved through the UHS Administrative Assistant for University Housing Services and/or Dining Services at 4-1740. Cost determined upon use.

Map (CV Plaza, CV North Courtyard, CV South Courtyard)

San José State University

University Housing Services Meeting Room Reservation Request Form

For room reservations during Monday-Friday, 8am to 5pm please send request forms to the University Housing Services Administrative Assistant, Juan Hernández.

For room reservations during Monday-Friday after 5pm and all day on weekends, please send request forms to the Residential Life Coordinator for the Building in which you are requesting the room. (see end of form)

I. Contact Information

Today's Date: _____

Name: _____

Organization: _____

Phone: _____ Fax: _____ Email: _____

Alternate Contact Name: _____ Phone: _____

*Housing Representative (sponsor) Name: _____ Phone: _____

**Required in order to reserve the space.*

II. Event Information

Date of Event: _____ Attendance Number: _____

Location of Event: _____

Intended Audience (circle all that apply): Students, Faculty, SJSU Staff, General Public, Other _____

Event Title: _____

Start time: _____ End time: _____

Actual Event Start Time if different from above: _____

Description of Event: _____

Equipment required (check all that apply)- available in Campus Village RAC ONLY:

- | | |
|---|--|
| <input type="checkbox"/> Internet Access (interior only) | <input type="checkbox"/> Electrical Hookup (exterior only) |
| <input type="checkbox"/> LCD/Data Projector (interior only) | <input type="checkbox"/> Tables (interior only) |
| <input type="checkbox"/> DVD/CD/VCR player (interior only) | <input type="checkbox"/> Chairs (interior only) |
| <input type="checkbox"/> Assisted listening devices (interior only) | <input type="checkbox"/> Other _____ |

****Reserving group is responsible for set-up and clean up of the room (i.e., emptying trash, wiping off tables and chairs).**

Will the event be catered? Yes _____ No _____

(Reserving group is responsible for arranging catering services – no personal food allowed.)

On site catering provided by Spartan Shops (408)924-1756

When Reserving meeting rooms in the University Housing Residence Halls, I assume responsibility for the following:

1. Reimbursing Housing Services for missing equipment, repairs to the room, or damages which occurred during the duration of my event.
2. I agree as an authorized agent to abide by the University and Housing policies and regulations.
3. Sponsoring resident, or Housing representative, must be present for duration of event.
4. All guests must be accompanied by a Housing resident at all times.
5. All guests must comply appropriately with all UHS staff requests.
6. Guests using the facility are limited to the requested facility area and public restrooms on the first floor.
7. All event signage must be approved by University Housing Services 5 business days prior to the event.
8. Facility must be returned to original condition upon the end of the program/ event.
9. Community disruptions and/or violations of the Code of Conduct caused by participants of my program/ event will be reported to the appropriate University official.

(Please retain the Policies and Procedures pages of this document for your records.)

Authorized Signature: _____

Name: _____ Date: _____

When completed please fax this form to the most appropriate administrative office:

For requests Monday-Friday, 8am to 5pm, fax to (408) 795-5678, Attn: Administrative Assistant, Juan Hernández

For requests Monday-Friday after 5pm, or on weekends, fax to (408) 795-5678, Attn: Building RLC, please list the building for the room you are requesting: Amanda Dohse - Hoover, Royce, Washburn, Meeghan Harrington- Campus Village Suites, Stephanie Hovsepian - Campus Village Building B, Erica Granoff - Joe West.

Office Use Only:

Approved: _____ Not Approved: _____

Reason: _____

Approved By: _____ Date: _____

