

SDSU FACULTY-STAFF CLUB EVENT RESERVATION FORM

Please complete and return to
FSCReservations@darth.sdsu.edu
Faculty-Staff Club, MC 1650

FOR OFFICE USE ONLY

	Date / Time	/ Initial
Rec'd:	___/___/___	___/___
Book:	___/___/___	___/___
Calendar:	___/___/___	___/___
Approved:	___/___/___	___/___
Reason:		

1)	Event Title:
2)	Type or Description of Event:
3)	Responsible Party: <input type="checkbox"/> Member <i>(check box if applicable)</i>
4)	Date(s):
5)	Time(s):
6)	Number of Guests:
7)	Requested Facilities:
	<input type="checkbox"/> Meeting Room A: \$25
	<input type="checkbox"/> Meeting Room B: \$25 <input type="checkbox"/> Projector & Screen <input type="checkbox"/> Technical Assistance: \$25/ hour
	<input type="checkbox"/> Meeting Rooms A and B: \$40 <input type="checkbox"/> Projector & Screen <input type="checkbox"/> Technical Assistance: \$25/ hour
	<input type="checkbox"/> Patio: \$50 <i>(Unavailable Monday – Friday 10:00 am – 4:30 pm)</i>
	<input type="checkbox"/> Foyer/ Lounge: \$40 <i>(Unavailable Monday – Friday 10:00 am – 4:30 pm)</i>
	<input type="checkbox"/> Main Dining Room: \$75 <i>(Unavailable Monday – Friday 7:30 am – 4:30 pm)</i>
	<input type="checkbox"/> Dining Room and Lounge: \$100 <i>(Unavailable Monday – Friday 7:30 am – 4:30 pm)</i>
	<input type="checkbox"/> Dining Room, Lounge, & Patio: \$125 <i>(Unavailable Monday – Friday 7:30 am – 4:30 pm)</i>
8)	Total Charge for Facilities (Charge Per Facility × Number of Days): \$

9)	Department and Mail Code <i>or</i> Off-Campus Address:
10)	Main Point of Contact:
11)	Phone / Extension: _____ 12) Fax: _____
13)	E-mail: _____

14)	Method of Payment <i>(check appropriate box)</i>
	<input type="checkbox"/> Cash
	<input type="checkbox"/> Check (Payable to: Aztec Shops)
	<input type="checkbox"/> Credit Card: Visa, Mastercard, Discover, and American Express (Valid ID required)
	<input type="checkbox"/> (P.O.) Purchase Order # <i>(A Hard Copy of the Purchase Order is required before or at the time of purchase & 2 signed and printed receipts):</i>
	<input type="checkbox"/> Account Name/Title, Number

Any reservations outside of normal lunch hours (11:30 am – 2:00 pm Monday – Friday, except Holidays) require SDSU Catering, or authorization from the FSC Board of Directors or Aztec Shops.

Event Agreement

1. *By the terms of the Agreement, the Responsible Party:*
 - a. *Shall be present and available for the duration of the event;*
 - b. *Shall ensure that the nature and conduct of the event conform with FSC decorum;*
 - c. *Shall be responsible for all correspondence, arrangements, and associations;*
 - d. *Shall make all food, beverage, and catering arrangements through Aztec Shops (619-594-7641), which arrangements shall prohibit serving alcoholic beverages without Aztec Shops' permission and without corkage fees;*
 - e. *Shall be promptly and fully liable for the condition and security of the Faculty-Staff Club, its accouterments, and equipment; and*
 - f. *Shall be promptly and fully liable for payment for facility-use charges on receipt of invoice.*
2. *Members in good standing shall have use of facilities without charge. In order to qualify for the waiver, the member:*
 - a. *Shall be listed as the Responsible Party and assumes all responsibilities for any damages or additional costs; and*
 - b. *Shall be present for the entire duration of the event.*
 - c. *The room waiver is non-transferrable.*
3. *Room rental covers furniture and décor "AS-IS"; otherwise please ask FSC Manager for an estimate.*
 - a. *Candles, confetti, rice, nails, tape, adhesives, etc. are not allowed, and any décor must be approved in writing prior to the event.*
 - b. *The client can hang signs and put up décor but they are responsible for taking it down, or will incur a fee.*
4. *For reservations between the hours of 11:00 am – 2:00 pm, all guests including those in the patio and meeting rooms are required to purchase a lunch meal before going through the buffet line.*
 - a. *A hard copy or electronic copy of your Purchase Order must be sent to FSCReservations@darth.sdsu.edu before the start of your event.*
 - b. *Reservations cancelled within (5) five business days may be subject to a Late Cancellation Fee.*
5. *For Events outside of normal lunch hours (11:00 am – 2:00 pm) that require food and/ or beverages:*
 - a. *Room Reservations shall be made through the FSC Manager.*
 - b. *Food & Beverage Arrangements shall be made through SDSU Catering.*
 - c. *No alcohol is allowed; and/or must be approved in writing by SDSU Catering prior to the event*
 - d. *The FSC kitchen shall not be available for private arrangements.*
 - e. *The coffee, tea, and soda machines will be turned off during catered events.*
 - f. *Catered events cannot begin before 4:30 pm Monday – Friday*
 - g. *Any Facility Rental Fees for catered events must be paid in full at least 1 business day before your event at the Faculty-Staff Club. Checks can be made payable to "Aztec Shops".*
6. *All food must be consumed within the Faculty-Staff Club premise, including desserts & cookies.*
7. *Should the Responsible Party fail to comply with these conditions, the FSC Board of Directors reserves the right to determine appropriate action, which may include ineligibility for future use of facilities.*
8. *By the terms of the Agreement, the Faculty-Staff Club through the FSC Manager shall assure that all services and arrangements are prompt, efficient, and courteous. This reservation shall be confirmed by the dated signatures below.*

Responsible Party

Date

Faculty-Staff Club Manager

Date