

# Dr. Martin Luther King, Jr. Library Business/Public/University Program Reservation Request Form

For Library Use Only: Co-Managers (circle and initial)

SJSU Yes / No \_\_\_\_\_

SJPL Yes / No \_\_\_\_\_

Room Assigned: \_\_\_\_\_

Panel Table Required

Registration Table Required

Catering  Yes  No

Today's date: \_\_\_\_\_

Affiliation:

University - College of \_\_\_\_\_

City

Community Organization

Org. Name: \_\_\_\_\_

Meeting type:

Business (Restricted attendance)

Program (Open to the Public)

University Program (Open to SJSU Campus ONLY)

## Contact Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Alternative Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

## Business/Public/University Program Information

Intended Audience:  Students,  Faculty,  SJSU Staff,  General Public,  Other

Describe in detail: What is the purpose of the meeting/program and please explain how it promotes the Library Mission Statement:

## Meeting/Program Information

Date of the Meeting/Program: \_\_\_\_\_ Attendance Number: \_\_\_\_\_

Meeting/Program Title: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

(this time is what will be posted on the signage outside the room.)

Meeting Prep Time:

(this time is when you will need the room opened.)

**(All meetings must adhere to the hours the library is open and closed, adjust your start and end times accordingly.)**

## Media Services (check all that apply)

|   |   |
|---|---|
| <input type="checkbox"/> Microphone at podium                     | <input type="checkbox"/> Computer monitor projection with LCD projector<br>(Projection device only. The library does not provide a computer.) |
| <input type="checkbox"/> Wireless microphone                      | <input type="checkbox"/> DVD player with LCD projector  |
| <input type="checkbox"/> <i>Hand held (1 per room)</i>            | <i>Laptops are not provided by the library</i>  |
| <input type="checkbox"/> <i>Mic Pac (1 or 2 per room)</i>         | The Media Services office is located on the 2 <sup>nd</sup> floor,<br>Room 215 inside the Meeting room foyer.                                 |
| <input type="checkbox"/> <i>Table Mic # _____</i>                 |   |
| <input type="checkbox"/> <i>Mic Stand # _____</i>                 |   |
| <input type="checkbox"/> <i>Wi-Fi Internet Access (see below)</i> | <i>Special equipment or services not listed consult with<br/>the Events Coordinator (408)-808-2011</i>  |

## SJSU Guest Wi-Fi Set Up

Faculty, staff and registered students can connect to SJSU\_Premier using their SJSUOne accounts. If you do not have a SJSUOne account or otherwise cannot connect to SJSU Premier, you can self-register for a one-week SJSU Guest Wi-Fi account.  
<http://its.sjsu.edu/resources/wifi-guides/wireless-guest/index.html>  
**BE SURE TO WRITE DOWN THE USERNAME AND PASSWORD BEFORE CLICKING "OK".** (The screen with this info will disappear when it returns you to the login portal after clicking OK.)

## Food Services

Will the Meeting/Program be catered?  Yes  No **PERSONAL FOOD IS NOT ALLOWED**  
**Spartan Catering is the designated Library Caterer (408) 924-1756** Reserving group is responsible for arranging catering.  
Reserving group is responsible for re-setting and cleaning up of the room (i.e., emptying trash, wiping off tables and chairs.  
Making sure all handouts and materials are removed.)

## SECURITY

**Private Security is not allowed in the King Library. Library and Campus security is provided within the library during library open hours.**

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**By submitting this reservation form to use the meeting room(s) in the King Library I assume responsibility for the following:**

1. Reimbursing the Library for missing equipment(s), and repairs to room(s) and furnishings for damages, which occurred during the duration of my event
2. I agree as an authorized agent to abide by the library regulations

**Your reservation request is not finalized, until you have received a confirmation email stating that your reservation has been approved. The approval process may take up to 48 hours.**

**Once you have completed the reservation form you can either email or fax to:**

**University and Community Organization reservations ONLY:** [Candice.McGee@sjsu.edu](mailto:Candice.McGee@sjsu.edu) or fax 1(408)808-2020

**SJPL and City of San Jose Departments reservations ONLY:** [Susan.Robledo@sjlibrary.org](mailto:Susan.Robledo@sjlibrary.org) or fax 1(408)808-2133

Room tours and tech runs are by appointment only. Contact the appropriate coordinator above to set up an appointment.