



Reservation Priority Policy Waiver Request and Appeal Process

Organization / Department / Customer _____

Contact Name _____ Phone _____

Contact Mailing Address _____

_____ Email _____

Event Name _____ Admission or Registration Fee Amount _____

Detailed Description and Purpose of Event _____

Event Day of Week, Month, Date and Year _____

Event Start Time _____ Event End Time _____ Attendance Number _____

Name of Room(s) Requested _____

Primary Target Audience — Please Describe _____

Is the event exclusive to SDSU participants only? Yes No, if no, explain _____

Names of Speakers, Performers or Entertainers _____

What other locations besides Aztec Center have been considered? _____

Reason for needing to secure Aztec Center reservations outside the priority policy. _____

All information above must be completed. Incomplete information will automatically void the request. Submit the completed form along with a cover letter to:

**Aztec Center Assistant Director
Associated Students - San Diego State University
Aztec Center - Room 168
5500 Campanile Drive, Mail Code 7800
San Diego, CA 92182-7800**

The A.S. Executive Vice President will review the request and either decline or present it for review and consideration by the A.S. Facilities Board. Please allow a minimum of three (3) to four (4) weeks for processing. You will be notified as to the status of your request.

APPEAL PROCESS

An appeal may be filed for Reservation Priority Policy waiver requests that are declined. The appeal must be submitted in the form of a detailed letter outlining the reason for the appeal. The A.S. Executive Vice President will review the appeal and either decline or present it for review and consideration by the A.S. Facilities Board. Please allow a minimum of three (3) to four (4) weeks for processing. You may be asked to present your appeal in front of the Facilities Board.