

SAI Farm Facility Request Form

This form must be submitted to the Student Association, Inc. (SAI) Business Office Administrative Assistant at least TEN working days prior to the requested date for use of the facility. Requests will be granted based on availability and approval of SAI. SAI will not reserve a date prior to six months from the requested date. Your date will not be considered confirmed until SAI has received the full amount for the property/properties you are requesting.

For all reservations SAI will charge a "no show fee" of \$25.00 You will be assessed this fee whether or not the event is private, club or University related. If you wish to cancel your reservation you MUST do so no less than 72 hours prior to your event using the SAI Farm Change of Reservation Form located by clicking on the following link. <http://orgsync.com/58722/forms/123517>

Group / Organization Content

Group/Organization: [Required]

Contact Person: [Required]

Cal Card/Drivers License Number: [Required]

If you are a student, please provide your CalCard number. If you are not a student/faculty/staff or do not have a CalCard, please provide your drivers license number.

Valid input:

- Numeric - ex: 1111

Phone Number: [Required]

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Email Address: [Required]

Valid input:

- name@myschool.edu

Address: [Required]

About The Event:

Nature of Event: [Required]

Date Requested: [Required]

You may only reserve the property up to six months in advance.

If your event is for more than one day (must be consecutive days) please continue the dates below.

Do NOT enter multiple dates, you must submit a new form for for each date that is not a direct continuation.

Start Time: [Required]

* Start time must include set up beforehand *

End Time [Required]

* End time must include clean up afterwards *

Do you have any technology needs for your event?

The banquet hall is already equipped with a pc that has Microsoft office and the ability to display onto the TV. It is also equipped with a DVD player. If you have any additional needs please check. [Required]

Please choose as many as needed. If you have no need for this service, please select NONE and skip to the next question.

- Projector/Projection Screen
- Laptop/Tablet adapter
- Other
- NONE

If you need a laptop/tablet adapter, please tell us what device you will be bringing.
For example: 2014 iPad mini, 2009 Macbook, 2011 Dell Inspiron

If you have a technology need not on the list, please enter it below.

How many participants are expected to attend the event: [Required]

* Conference rooms hold approx. 8 to 14, Banquet Hall holds 64 *

Valid input:

- Numeric - ex: 1111

Which food option are you choosing? Please keep in mind that AVI is the only authorized caterer permitted on the premise to serve and access the kitchen facility. [Required]

- AVI catering
- Other

Food

Please explain what "other" food option you are choosing. [Required]

Requested Facility

Requested Facility(s): [Required]

- Conference Room
- Banquet Hall
- XC Course
- Disc Golf Course
- Hiking Trails
- Garden
- Pavilion

Please choose one of the below options (1-4) and type in which number.

The pavilions only option is #4. [Required]

Valid input:

- Numeric - ex: 1111

Option #4

The Pavilion seats up to 128 People

Cancellation Policy

Cancellation [Required]

Due to the high demand of the pavilion during the months of June, July and August canceled events will result in a forfeit of the rental fee. You will receive back only your security deposit.

Valid input:

- Select only one choice.

I Agree

Terms and Conditions

Terms and Conditions [Required]

I understand that this event must be operated in accordance with the laws of the Commonwealth of Pennsylvania, and policies of the Student Association, Inc. and California University of Pennsylvania. By signing, I accept financial responsibility for any damage to the facility, equipment and/or property resulting from misuse or negligence during the reservation period. I also agree, for myself and the group/organization that I represent, to hold harmless and indemnify the Student Association, Inc. and California University of Pennsylvania and the Commonwealth of Pennsylvania for any accident, injury and/or illness arising from the use of the facilities and/or services including those arising from the negligence of SAI, California Univ. and/or its employees.

Valid input:

- Select only one choice.

I Agree