

Student Union Table Space Request Form

Table Space #:	Start Time:	End Time:	Day(s) of Week:	Date(s):

Organization: _____

Name: _____ **Officer Title:** _____

Office Phone Number: _____

Cell Phone Number: _____

Email: _____

Table Space(s) will be used for: (e.g., recruitment, advertisement of an event, bake sale, etc.)

Note: Table Space are scheduled on a weekly basis. Following a one-week reservation, **you may reapply on the fifth day to schedule for another week.** Reservation limit will be five (5) consecutive days. **Only student organizations and campus departments are allowed to reserve table spaces.**

Sound is only allowed at Tables #1-11 and 35-55. Sound is not allowed at Tables #12-34.

Sound is allowed at a maximum of 85 Decibel Levels.

Are you planning to use sound at your table? (Audio Speakers, DJ, Music, Instruments)

☐

Yes

☐

No

As a representative of the above organization, I agree to abide by University policies and Student Union policies regarding use of 7th St Plaza and BBC Courtyard Table Spaces.

Signature of Representative: _____

Date

Event Services Approval: _____

Date

Student Union, Inc.
Table Space Reservation Policies

The only locations on campus that may be reserved and have tables placed on them by student organizations and campus department are the numbered locations on 7th St. Plaza. Recognized student organizations and campus departments may schedule one or two of these locations free of charge. All table spaces must be reserved through the SU AV & Event Services Office A maximum of two (2) table space reservations for no more than five (5) consecutive days each may be made by an organization at one time.

A Table Space Request Form, along with a signed copy of these table policies, must be on file in the Event Services Office prior to space use or the reservation will be canceled. Requestors will be given a table space confirmation and a table space reservation permit for each table location reserved. The permit for each table space must be on display at the table on day of use. Groups that establish a table space without an approved reservation, or that violate any of the policies below, will lose table space scheduling privileges for the remainder of the semester.

Table Spaces on 7th St Plaza will be scheduled following all conditions are met.
Please initial next to each policy to confirm your agreement.

- _____ 1. Locations on 7th St. Plaza will be assigned by number and on a first come, first served basis.
- _____ 2. The size of a table space may not be larger than 8 ft x 8 ft.
- _____ 3. Canopies and umbrellas must not exceed 10 ft x 10 ft.
- _____ 4. Tables must be positioned behind the number for that location such that the number is visible in front of the table, and the space doesn't protrude into the fire lane.
- _____ 5. Student organizations and/or campus departments will need to bring their own table(s) and chair(s) to establish a table space.
- _____ 6. A maximum of (2) 8 ft x 8 ft table space(s) may be in use by any single organization at any time.
- _____ 7. Tables may not be brought into the Student Union building.
- _____ 8. For food safety reasons, the only items allowed for food sale fundraisers are pre-packaged and/or baked goods. Groups selling other food will lose table scheduling privileges for the remainder of the semester.
- _____ 9. Only beverages that are Pepsi products can be handed out or sold. RedBull or Monster beverages are prohibited.
- _____ 10. Use of electrical power without appropriate permission is prohibited. Groups pulling power without appropriate permission will lose table space scheduling privileges for the remainder of the semester.
- _____ 11. The flow of traffic through the 7th St. Plaza table area may not be disturbed by the actions of those at the table space. Individuals passing by may be attracted only in a passive, non-disturbing manner.
- _____ 12. No backup location is provided in case of rain. Another day may be scheduled. Another day may be schedule.
- _____ 13. Amplified sound (i.e., microphones, music, instruments, or DJ's) is generally allowed only in accordance with Academic Senate Policy S15-2. Sound is Allowed at Tables 1-11 and 35-55 at Decibel Level 85 and below.
- _____ 14. No circulation of false, misleading, or illegal advertising is allowed.

By signing here, I confirm that I have read through the University policies, Student Union policies, and the conditions outlined above:
