

Student Center Table Reservation Form

Name of Organization/Business _____

Contact Person _____

Contact Address _____

Contact phone number _____ Contact e-mail _____

Dates requested _____

Times requested _____

Table location* _____

*Tables may be reserved either in the SC lobby or in the outside area between the SC and the amphitheater. Outside areas will ONLY be reserved if there is no space available inside. If there is inclement weather, you will not be allowed to move your table to an indoor location; you will have to reschedule your date.

Purpose of reservation _____

Special needs (electricity, etc.) _____

Commercial Sales? Yes () No () If yes, what item(s) will be sold? Cost?

Tables are available in the Student Center from 9:00 a.m. – 3:00 p.m. Monday – Friday. Unless specified otherwise, tables will be scheduled for the entire length of time. Your reservation is for one table (18"x72") and 2 chairs. Your table must be placed in the designated area on the first floor of the Student Center. Tables may not be taken outside the Student Center without express consent of the Director of the Student Center.

Student organizations (RSOs) are allowed a maximum of 7 days per semester to schedule space. Commercial businesses are allowed a maximum of 3 days, and are charged a fee of \$25 per day.

If money will be involved at your table FOR ANY REASON, you must complete a solicitation application and return it to the Student Center office 1 week prior to your scheduled date. If this form is not on file in our office by the date of your request, your reservation will be cancelled.

If you plan to sell raffle tickets, you must get approval from the Arkansas Lottery Commission.

Bake sales are prohibited in the Student Center.

FOR OFFICE USE ONLY:

Reservation received _____ Commercial payment received _____

Amount paid _____ Receipt # _____ EMS Reservation # _____