

**FOR INTERNAL USE ONLY**

Date Rec'd \_\_\_\_\_

Approved

Booked

Confirmed

**Ronnie Williams  
Student Center  
TABLE RESERVATION  
FORM**

**UCA STUDENTCENTER**  
Scheduling Office, SC 206B  
UCA Box 5101  
201 Donaghey Avenue  
Conway, Arkansas 72035  
Ph. (501)852-2524  
[SCScheduling@uca.edu](mailto:SCScheduling@uca.edu)

\*RSO Presidents/Advisors and UCA employees can submit the request **ONLINE** at <http://scems.uca.edu/VirtualEms/>

\*Complete and Return **◆** in Person to SC 206B **◆** by Email [SCScheduling@uca.edu](mailto:SCScheduling@uca.edu)

**This request must be submitted at least 1 weeks in advance of the event date.**  
**NOTE: Tables are only available from MONDAY-FRIDAY, 9:00 A.M. – 3:00 P.M.**

**Organization Information**

Organization or Business: \_\_\_\_\_

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

Contact Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_  
(Be sure to check the email address you submitted AND email 'trash' in case the message is rejected by your email and sent directly to 'trash')

RSO Advisor: \_\_\_\_\_

Name / Address for Billing: \_\_\_\_\_

**Event Information**

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_  
(Enter all dates needed for this one event.)

Brief Description of Event: \_\_\_\_\_

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Table Location: Select the location for your table

SC Porch (located in front of the student center)

SC Lobby (you will either be placed in front of Einstein's or the Bookstore)

Will any food be at this event?  YES  NO

**If Yes, Please Explain:** \_\_\_\_\_

(All food service in the SC must be provided through the University contracted food service provider)

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Expected Attendance Number \_\_\_\_\_

Will any TICKETS or other ITEMS be sold at this event?  YES  NO

If YES what item(s) and cost?  
\_\_\_\_\_

(If YES and you are receiving money or goods, you must submit a Solicitation Form - available at SC Scheduling Office SC 206B or online at <http://uca.edu/studentcenter/files/2011/08/Solicitation-app-commercial.pdf> for commercial.)

**PLEASE NOTE: UCA reserves the right to require income participation for ticketed event and/or a percentage of gross sales if you sell items.**

## Additional Information

Is this table for donating purposes?

- No
- Yes (If yes, please fill out the remained of the information)

What are you collecting:

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Who is responsible for collecting these items:

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Where/Who are items being donated to:

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When will these items be donated: \_\_\_\_\_

Where are they being stored until they are donated:

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(If YES and you are receiving donation, you must submit a Solicitation Form - available at SC Scheduling Office SC 206B or online at <http://uca.edu/studentcenter/files/2011/08/solicitation-app.student.pdf> for students and <http://uca.edu/studentcenter/files/2011/08/Solicitation-app-commercial.pdf> for commercial.)

**PLEASE NOTE: UCA reserves the right to require income participation for ticketed event and/or a percentage of gross sales if you sell items.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_