

Date Received: _____
Date Entered: _____
Reserved with Carol Z.: _____

Student Life Commons Table Reservation Form

Table Reservation Policies:

- There are two tables that may be reserved through Student Life for awareness, fundraising, etc. Tables are reserved on a first come, first served basis.
- The space next to Connections this space is no larger than 16x20 may also be reserved; however any work orders need to be submitted directly to Facilities.
- No more than one table may be reserved at a time.
- A single organization may not have a table for more than three days in a given week.

Name of Student organization/Organization: _____

Reason for Use: _____

Contact Name: _____

Contact Phone/Email: _____

Date(s) Requested: _____

Time(s): _____

16'X 20' Space Required?

_____ Yes _____ No