# 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