

Holmes Student Center Tabling Request Form

Hallway tables may be reserved through the Holmes Student Center (HSC) General Office by Student Association recognized student organizations or University Departments for announcements, promotions, merchandise sales, or organizational activities. **All fundraising must benefit nonprofit organizations. Merchandise sales may not compete with HSC operations or retail tenants. FOOD SALES ARE NOT PERMITTED.**

Requests for Hallway Tables can be made for the **current semester only** and are limited to **five tables per month**. Requests must be made a minimum of **2 business days in advance** of the date of use, and the client must adhere to all Holmes Student Center, On Campus Social Event, and Events and Conference Services Policies.

Please Note: This is only a request and not a contract for your space. If your request is approved, a reservation confirmation will be emailed to you.

Policies: The Holmes Student Center Policies and Procedures are posted on our website for your review and are applicable to use of hallway tables. All clients will be held accountable to those policies. Please direct any questions or concerns to HSC management. Fees may apply for services, same day requests, and no shows. HSC Management reserves the right to change or cancel reservations if the need arises.

Organization/Department	
Name	Position Title
Phone	Email
AR/Cost Center #	
Event/Activity Check one, list any goods being sold, and include all activities that will take place during your tabling time. FOOD SALES ARE NOT PERMITTED <input type="checkbox"/> Informational <input type="checkbox"/> Merchandise <input type="checkbox"/> Other _____	
Date	<input type="checkbox"/> Bus Turnaround Table <input type="checkbox"/> Blackhawk Café Table
Date	<input type="checkbox"/> Bus Turnaround Table <input type="checkbox"/> Blackhawk Café Table
Date	<input type="checkbox"/> Bus Turnaround Table <input type="checkbox"/> Blackhawk Café Table
Date	<input type="checkbox"/> Bus Turnaround Table <input type="checkbox"/> Blackhawk Café Table

By signing this document, I acknowledge that I have read and fully understand all Holmes Student Center, On Campus Social Event, and Events and Conference Services Policies and agree to hold my group accountable to them while utilizing space in the Holmes Student Center.

Signature: _____ **Today's Date:** _____

For Office Use

Received By: _____ Date & Time: _____ Table # _____ Confirmation Emailed On: _____

Additional Notes: _____