



TABLE RESERVATION FORM

Organization_____

Contact Person_____

Title_____

Contact Phone_____

Date Requested_____

Alternate Date(s) Requested_____

Type of Program_____

All posting must comply with posting regulations. The organization's name must be displayed in a visible location.

Student organizations are responsible for clean-up after their lobby event.

Cancellations must be made at least 24 hours before the reserved date. A student organization that fails to notify the Center for Student Leadership and Activities of a cancellation will be suspended of table reservation privileges for one month. A second failure to notify will result in the suspension of table reservation privileges for the remainder of the semester.

By signing this form, you as a representative of your organization agree to abide by these requirements.

Signature (Club Rep)

Date

For Office Use Only

Date Received_____

Date(s) Approved_____

Approved by_____Date_____