



This form is to be used to reserve a table or a zone location at Hullabaloo, South Side Commons, or White Creek Community Center. If the tabling activity involves money (sales and transactions), you will need to complete the Concessions form as well.

Please submit the completed form to the Program Coordinator for events, Hullabaloo 134, or Commons 127A during business hours at least 10 days prior to the first requested date.

Organization/Department:	
Contact Name:	Telephone:
E-mail:	
Dates Requested:	Time:

Requested Location(s):

- ☐ Hullabaloo Commons (table provided)
☐ Southside Commons (table provided)
☐ White Creek Community Center (table provided)

Sandwich Board Location(s):

- ☐ Hullabaloo Zones
☐ Commons Zones
☐ White Creek Community Center Zones

Description of Activity at Table (collection of information or any one for one transaction or sale will require a conession form):

lease note: Depending on the tabling activity, Residence Life may require a MaroonLink form to be submitted in an effort to mitigate risk.

President's Name:	Telephone:
E-mail:	
Advisor Name:	Telephone:
E-mail:	

By submitting this Tabling Request Form, I acknowledge that I have notified both the president and advisor (if I am a member of a student group) of this reservation request. The only activities occurring at the table have been listed above, and I understand that if the activity on the day of the request involves a transaction or an activity that requires a concessions permit that the Program Coordinator for Events office has the right to revoke my table reservation.

Signature:

Date:

For PCFE Use Only:

Date Received:

EMS Reservation Number:

Time Received:

Student Worker: