

**STUDENT UNION  
TABLE SPACE REQUEST FORM**  
(Effective 1/1/19)

<input type="checkbox"/> TABLE #(s) _____	FROM	TO	DAY(S)* OF WEEK	DATE(S)*
	AM PM	AM PM		

Organization: \_\_\_\_\_

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
Title

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

( ) \_\_\_\_\_

Office phone

( ) \_\_\_\_\_

Cell Phone

\_\_\_\_\_  
Email

**\*NOTE:** Table spaces are scheduled on a weekly basis. Following a one-week reservation, **you may reapply at noon on the fifth day to schedule for another week.** Reservation limit will be five (5) consecutive days. Until further notice, only student organizations and campus departments are allowed to reserve table spaces.

TABLE SPACE(S) WILL BE USED FOR: (e.g., recruitment, advertisement of an event, bake sale, etc.)

TABLE SPACE(S) ASSIGNED:

I, on the behalf of, and as an authorized agent of the above named organization, agree to abide by University policies and Student Union policies regarding use of these facilities.

\_\_\_\_\_  
Signature of Person in Charge

\_\_\_\_\_  
Date

\_\_\_\_\_  
Event Services Approval

\_\_\_\_\_  
Date

(See Reverse for Table Space Reservation Policies)

**STUDENT UNION, INC.**  
**TABLE SPACE RESERVATION POLICIES**  
(Effective 1/1/19)

**Table Scheduling Policy:**

**The only locations on campus that may be reserved and have tables placed on them by student organizations and campus departments** are the numbered locations on 7th St. Plaza (Paseo de Cesar Chavez). Recognized student organizations and campus departments may schedule one or two of these locations free of charge. **All table spaces must be reserved through the SU Scheduling Department** in the SU Event Services Office on Level 2 (upper level) of the Student Union Main building. A maximum of two (2) table space reservations for **no more than five (5) consecutive days each** may be made by an organization at one time.

**Table Scheduling Procedures:**

A Table Space Request Form, along with a signed copy of these table policies, must be on file in the Event Services Office in advance of use. Requestors will be given a table space confirmation and a **table space reservation permit** for each table location reserved. **The permit for each table space must be on display at the table on day of use. Groups that establish a table space without having an approved reservation, or that violate any of the policies below, will lose table space scheduling privileges for the remainder of the semester.**

**Table spaces on 7<sup>th</sup> Street Plaza will be scheduled providing the following conditions are met:**

- \_\_\_\_\_ 1. Locations on 7<sup>th</sup> St. Plaza will be assigned by number, and **locations will be granted on a first come – first served basis.**  
Initial
- \_\_\_\_\_ 2. **The size of a table space may not be larger than 8 ft. x 8 ft. (and fit under a 10 ft. x 10 ft. canopy).**  
Initial
- \_\_\_\_\_ 3. **A maximum of only two (2) 8 ft. x 8 ft. table space(s) may be in use by any single organization at any one time.**  
Initial
- \_\_\_\_\_ 4. Student organizations and/or campus departments **will need to bring their own table(s) and chair(s)** to establish a table space.  
Initial
- \_\_\_\_\_ 5. Tables may not be brought into the Student Union building.  
Initial
- \_\_\_\_\_ 6. **Canopies and umbrellas no larger than 10 ft. x 10 ft. are generally allowed at all table spaces.**  
Initial
- \_\_\_\_\_ 7. **For food safety reasons, the only items allowed for food sale fund-raisers are pre-packaged and/or baked goods. Groups selling other food will lose table space scheduling privileges for the remainder of the semester.**  
Initial
- \_\_\_\_\_ 8. **Use of power without appropriate permission is prohibited. Groups pulling power without appropriate permission will lose table space scheduling privileges for the remainder of the semester.**  
Initial
- \_\_\_\_\_ 9. **The flow of traffic through the 7<sup>th</sup> St. Plaza table area may not be disturbed by the actions of those at the table space. Individuals passing by** may be attracted only in a passive, non-disturbing manner.  
Initial
- \_\_\_\_\_ 10. **No backup location is provided in case of rain. Another day may be scheduled if it rains within four (4) hours of scheduled use time.**  
Initial
- \_\_\_\_\_ 11. **Amplified sound** (i.e., microphones, radios, radio stations or DJ's) **is generally allowed only in accordance with Academic Senate Policy S15-2.**  
Initial
12. No circulation of false, misleading, or illegal advertising is allowed.
13. All University and Student Union Policies must be observed as applicable.
14. **All required paperwork must be on file in the Event Services Office five (5) working days prior to space use or the reservation will be canceled.**
15. A non-SJSU affiliated entity wishing to reserve a table space must submit a Facility Use Application, proof of insurance, and pay appropriate fees (if requested use is approved) at the office of FD&O 30 days prior to intended date of use.

**Please contact the Event Services Office at (408) 924-6300 for further information.**