SAN JOSÉ STATE UNIVERSITY
TABLE / BANNER REQUEST FORM

☐ TABLE
☐ BANNER

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>DAY(S)* OF WEEK</th>
<th>DATE(S)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM</td>
<td>AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PM</td>
<td>PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ on-campus
☐ off-campus

Sponsoring organization:

Person in charge

Address

City State Zip

Office phone Home phone

E-mail

BILLING ADDRESS IF DIFFERENT

Name

Address

City State Zip

Office phone Home phone

*NOTE: Tables and banners 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. You will be limited to five (5) consecutive days. Until further notice, only student organizations and campus departments are allowed to reserve tables and banners.

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

LOCATION REQUESTED:

NOTE: Banners should be hung with rope or string only. Please do not use tape, tacks, staples, etc.

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

Signature of the person in charge   Date

FOR OFFICE USE ONLY

BY:   COST: $