

**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 five (5) working days prior to space use or the reservation will be canceled.** 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 7th Street Plaza will be scheduled providing the following conditions are met:

- _____ 1. Locations on 7th 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. **Canopies and umbrellas no larger than 10 ft. x 10 ft. are generally allowed at all table spaces.**
Initial
- _____ 4. **Tables must be positioned behind the number for that location** such that the number is visible in front of the table, and the space doesn't protrude into the fire lane.
Initial
- _____ 5. Student organizations and/or campus departments **will need to bring their own table(s) and chair(s)** to establish a table space.
Initial
- _____ 6. **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
- _____ 7. Tables may not be brought into the Student Union building.
Initial
- _____ 8. **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
- _____ 9. **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
- _____ 10. **The flow of traffic through the 7th 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
- _____ 11. **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
- _____ 12. **Amplified sound** (i.e., microphones, radios, radio stations or DJ's) **is generally allowed only in accordance with Academic Senate Policy S15-2.**
Initial
13. No circulation of false, misleading, or illegal advertising is allowed.
14. All University and Student Union Policies must be observed as applicable.
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.