



UNIVERSITY CENTER & SPECIAL EVENTS

Tabling/Zone Request Form UCEN

This form is to be used to reserve a table at Rudder, Koldus, Sbisa or 12th Man Hall or a zone location (no tables) at Academic Plaza and Sul Ross Plaza. If the tabling activity involves money (sales and transactions), you will need to complete the Concessions form rather than this form.

Please submit the completed form to the UCEN Operations office in Rudder Tower 103 (between elevators and Box Office) at least two (2) business days prior to the first requested date.

Organization/Department:	
Contact Name:	Telephone:
E-mail:	Number of Tables:
Dates Requested:	Time:
Requested Location(s): <input type="checkbox"/> Rudder Plaza (table provided) Sandwich Board Location(s): <input type="checkbox"/> Koldus Plaza (table provided) <input type="checkbox"/> Academic Plaza <input type="checkbox"/> 12th Man Hall (table provided) <input type="checkbox"/> Chemistry Fountain <input type="checkbox"/> Sbisa Plaza (table provided) <input type="checkbox"/> Rudder Plaza <input type="checkbox"/> Academic Plaza (table not provided) <input type="checkbox"/> Sul Ross Plaza <input type="checkbox"/> Sul Ross Plaza (table not provided)	
Description of Activity at Table:	
Please note: Depending on the tabling activity, the University Center Complex may require a Pre-Event Planning form to be submitted in an effort to mitigate risk.	
President 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 University Center & Special Events office has the right to revoke my table reservation.	
Signature:	Date:

For UCEN Use Only:	
Date Received:	EMS Reservation Number:
Time Received:	Student Worker: