



# University Center & Special Events

DIVISION OF STUDENT AFFAIRS

University Center & Special Events

## Tabling/Zone Request Form

This form is to be used to reserve a table at Koldus or Sbisa Plaza, or a zone location (no tables) at Sbisa Plaza or 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 Event Services office in Rudder Tower 205 (between elevators and Box Office) at least 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) <input type="checkbox"/> Koldus Plaza (table provided) <input type="checkbox"/> 12th Man Hall (table provided) <input type="checkbox"/> Sbisa Plaza (table not provided) <input type="checkbox"/> Sul Ross Plaza (table not provided)	Sandwich Board Location(s): <input type="checkbox"/> Academic Plaza <input type="checkbox"/> Chemistry Fountain <input type="checkbox"/> Rudder Plaza <input type="checkbox"/> Sul Ross Plaza

Description of Activity at Table:
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Please note: Depending on the tabling activity, the University Center Complex may require a MaroonLink 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: