



Student Involvement

POLICY GOVERNING THE USE OF TABLES AND CHAIRS

- Recognized student organizations, Student Involvement (Student Activities & Leadership Development and University Student Union) and Associated Students, Inc. sponsoring or co-sponsoring activities/events on campus are permitted to use tables and chairs free of charge. All other entities (campus departments, programs, colleges, schools, or off-campus companies/groups, etc.) must pay the appropriate rental fee.
- Recognized student organizations are not permitted to reserve tables and chairs for use by other entities (campus departments, programs, colleges, schools, or off-campus companies/groups, etc.) The use of tables and chairs by a recognized student organization must be for an event/activity that is directly sponsored by that student organization. Student organizations cannot lend their name as a means for other entities to gain access to the tables and chairs. Recognized student organizations found to be in violation of this policy will be subject to actions which could include loss of the opportunity to reserve tables and chairs for a specified time and possible loss of university recognition as a student organization.
- Tables and chairs will be delivered Monday through Friday, 8 a.m. to 4 p.m. for use in the Free Speech Area, Memorial Gardens (south of Bookstore), and the Peace Garden.
- Prior arrangements may be made for use of tables/chairs on the weekend, after 4 p.m. Monday through Friday, or for other areas on campus; however, the organization must pick up the tables and chairs from the USU loading dock, and return them after use. A different reservation form shall be used for those arrangements.
- Tables and chairs reserved for the Free Speech Area will be delivered to the north side of University Center unless otherwise stated on the reservation form.
- Reservations for tables and chairs must be made **at least one week in advance** in USU, Room 306.
- A schedule, with the following week's reservations, will be given to the custodial staff every Friday. Late requests for tables and chairs may or may not be honored depending on availability of tables and chairs and custodial staff.
- Groups reserving tables and chairs must indicate the number of tables and chairs needed, the time and date, and the location for delivery.
- Tables and chairs will be delivered to the desired location the morning of the date requested. A sign will be put on the tables to indicate which group they were delivered for.
- When finished with tables and chairs, clean them and leave stacked in same location as delivered.
- Tables and chairs will be picked up from the designated areas after all groups are finished for the day.

ORGANIZATION NAME _____

APPLICANT'S NAME _____ PHONE _____

APPLICANT'S SIGNATURE _____ DATE _____

Date(s) Needed	Time	Delivery Location
# / Tables	# / Chairs	# / Extension Cords