

Residence Hall Tabling Reservation Request Form

A resident or organization wishing to reserve a lobby table must complete this form and submit it to the Resident Director of the specific building in which you would like to table. Tabling opportunities are available beginning the first business day of the second week of classes. Tabling reservations must meet the following qualifications:

- The reservation is for the current quarter
- A copy of all publicity and information to be distributed/displayed at the table must be attached to the request form.
- The reservation must be made at least two business days in advance
- The reservation must be between 11 a.m.–2 p.m. **or** 5 p.m.–8 p.m.
- The reservation is for no more than one three-hour period per week
- The reservation is for no more than three occurrences per quarter

Date of Request: _____

Organization: _____

Contact Person: _____

Address: _____

UW Student ID (if applicable): _____

Cell Phone: _____ Email: _____

Tabling Date(s):	Time(s):
_____	From _____ to _____ am/pm
_____	From _____ to _____ am/pm
_____	From _____ to _____ am/pm

Purpose of Tabling: _____

Table Needed? _____

Please note: All programs within the residence halls must adhere to all University of Washington and Department of Housing & Food Services policies. Under no circumstances is alcohol permitted at any event in the residence halls. Housing & Food Services reserves the right to terminate any program without notice or warning for failure to adhere to these policies.

Terms for Reserving Tabling Space in the Residence Halls

1. All requests to reserve residence hall space must be made at least two business days in advance and submitted to the Resident Director of the specific building in which a table is being requested.
2. The organization/office must be identifiable by persons approaching the information table. While sharing information with residence hall students is permitted while tabling, students must approach the information table on their own.
3. Under no circumstances is commercial solicitation allowed, including fundraising by organizations/offices.
4. The Resident Director will grant or deny use requests on a content-neutral basis, and reasonable content-neutral time, place and manner restrictions may be applied on a nondiscriminatory basis.
5. The requesting party agrees to accept all liability for any damage done to University property resulting from the activity. Programs and activities must adhere to all state and federal laws as well as all University and Housing & Food Services policies and regulations, including strict avoidance of excessive noise. For room requests, requestors should be familiar with the Posting, Sales and Solicitation, and Facility Use and Reservation policies found online: <http://hfs.washington.edu/CommStandards.aspx>
6. The requester agrees to accept all liability for any damage done to University property resulting from his/her activity.
7. The use of electronic amplification is discouraged; it may not be used without prior approval from the Resident Director of the hall in which you are requesting space.

Please Note: Due to building security concerns, for reservations during closed desk hours or in 24-hour locked buildings that offer conference space (Haggett, Lander), resident sponsors must obtain a temporary access card for entrance into the building. Please speak with a desk host during open desk hours to obtain proper keys and access cards. Any keys or temporary access cards must be returned *the following morning* after the event. Failure to do so may result in charges for lock changes and/or forfeiture of future room reservations within Housing & Food Services' facilities.

Please see Residence Hall Front Desk for Hours.

By signing below, I acknowledge that I have read and fully understand the above policies regarding terms for reserving tabling space in the residence halls. I am accepting full responsibility for the above-mentioned program. I am also acknowledging that to the best of my knowledge, all of the above information is true and correct.

Requestor's Signature

Date

Departmental Use Only

Resident Director Name _____ Signature _____ Date _____

Notes: _____
