Program Description:

- Recognized campus organizations must contact the Residence Halls Association at least 10 days before your planned tabling date to obtain approval. You must get a signature from the RHA President before moving on.

- Contact the manager of the specific dining commons you wish to table at and obtain his/her signature of approval.

- There can be no more than two representatives from your group tabling at each dining facility.

- You must provide your own table and chairs.

- Your table must be set up at least 30 feet away from the main doors of the dining commons (with the exception of Francisco Torres) and cannot block any paths to or from the dining commons.

- Your representatives cannot call out to students while they are entering or exiting the dining commons. Students can willingly come to your table on his/her own accord.

- Flyers, brochures, candy and/or anything that you bring for the residents cannot be passed out. Students can pick these things up off your table on their own.

- After you are finished, all trash generated from your group, must be disposed of properly.

- Student group representative picks up Table Space Reservation Policy & Procedure Form from RHA Office.
- Table Space Policy & Procedure Form is generated from Office of Director, Residential Dining Services.

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**Table Space Reservation**

**Approval Form**

Location requested: ________________ (dining commons)

Date(s) of Event: __________________________

Time table will be used: _____ am/pm _____ am/pm

Name of Organization: _______________________

Contact Person: ____________________________

Phone #: _________________________________

*Signature: ___________________________

*(please print)*

*(on behalf of the my organization, I agree to abide by the policy & procedures stated above.)*

**Approvals**

Signature: ____________________________ (RHA President) (date)

Signature: ____________________________ (Dining Commons Manager) (date)

Please note: organization representatives must have a copy of this approval form with them at all times during the event to reconfirm approval upon request.