

TABLE REQUEST

Today's Date _____

Group/Organization _____

(Please check one)

- Student Group* – club, fraternity, sorority, etc. officially recognized by the Office of Student Services, bound by the University Student Handbook
- Organizational Unit* – a department, college or division of MSU (Full-Time and Part-Time MSU employees, excludes Student Employees & Work Study)
- Non-Affiliated Entity* – all others (**\$50 USE FEE PER TABLE PER DAY**)

****ATTENTION STUDENT GROUPS:*** *The table(s) and chair(s) will be set out for your group, but your organization is responsible for returning all equipment to the storage areas. If tables are not returned multiple instances, it may result in your group being prohibited from future table requests.*

All table requests should be submitted to the Info Booth in the New Ranch or faxed to 475-5608.

Name and Phone Number of Primary Contact:

Date Needed _____ Time(s) Needed _____

Number of Tables _____ Number of Chairs _____

Facility _____ Location in Facility _____

Reason for Use _____

PLEASE NOTE: Your group is responsible for the table(s) and chair(s). NO ONE IS TO SIT ON THE TABLE(S). Replacement cost for each damaged table is \$160.00. Also if your table is placed next to a wall, please do not tape posters or banners on the wall.

I understand my group/organization is responsible for all damaged tables and chairs.

Print Name _____

Signature _____ Date _____

<i>This box for staff only</i>	
<i>Amount Received \$</i> _____	<i>Received By</i> _____ <i>(initial)</i>