

**Request for Publicity Table Space
McClain, Magruder, Missouri, Ryle Hall, and the SUB**

Date Received	Date Entered	Who Entered?	Reservation #

Location requested: MC table: _____ MG: _____ MH: _____ RH: _____ SUB: _____

Date(s) requested: _____ Time from: _____ am/pm to: _____ am/pm
 (** Reservation time in the Student Union is 10 am to 4 pm)
 (** Maximum of 5 consecutive days per publicity table.)

Group/Organization: _____

Representative's Name: _____ Phone #: _____

E-mail address: _____

**NOTE: BAKE SALES & RAFFLES ARE NOT ALLOWED IN THE STUDENT UNION
 CREDIT CARD VENDORS ARE NOT ALLOWED IN MC, MH, or RH HALL**

Purpose of Table:

➤ **Fund Raising Table:** _____
 What type? _____

*** No item may be sold that is in competition with anything available in the Bookstore or Mainstreet Market*

➤ **Information Table:** _____ **How many chairs will you need at your table?** _____
 (There is a maximum of 3)

➤ **Other (please describe):** _____

Name of Event being publicized: _____

**NOTE: IF YOUR RESERVATION REQUIRES MORE THAN THE SPACE ONE TABLE WOULD TAKE UP,
 PLEASE RESERVE TWO SPACES. (This request will be accommodated as space allows.)**

Table Space Policy:

1. The table must be sponsored by a **University Department or Student Organization**.
The name of the group/organization sponsoring must be clearly displayed.
2. **No solicitation away from the table location, or calling out to passers-by will be permitted.**
3. During the display period there must be **at least one and not more than three attendants representing the organization behind the table at all times.**
4. Any material, which is displayed, must be confined to the table only, and such material must be removed at the end of the display period.
5. Any food or dishes brought to the table will be returned to the Tray Return area in Mainstreet Market by the organization sponsoring the table. **No chairs are to be removed from Mainstreet Market or Jazzman's and brought to the table.**
6. **If your organization representative is more than 1 hour late for your table reservation, your reservation will be cancelled, and the table will be re-assigned to another group, if applicable. If you miss one day of a series reservation, our office will contact your organization to see if you want the table for the rest of the week. If there is no response after two attempts to contact your organization, they table space will be cancelled.**
7. In order to provide for the best environment and a minimum of disruption and sound conflicts, sound equipment is limited to the Student Union Mall.
8. All fund raising requests will be screened so that they are not in direct competition with any item sold in the Truman Bookstore or from University Food Service.
9. Tables for **McClain Hall** are located at the entrance to McClain Hall. Organizations must set up and take down the tables and chairs after their reserved time has ended. Tables for the **residence halls** are located inside the main foyer.