

Request for Publicity Table Space In McClain Hall and the Student Union

Location requested: McClain table: _____ Student Union: _____

Date(s) requested: _____ Time from: _____ am/pm to: _____ am/pm
(starting time must be 10 am or later in the Student Union)

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 HALL

Type:

➤ **Fund Raising Table:** _____ (Not for Credit Card vendors--use a separate form)

What type? _____

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

➤ **Information Table:** _____

➤ **Other (please describe):** _____

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.**
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. **The name of the group/organization sponsoring must be clearly displayed.**
6. 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 and brought into the hallway.
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 end of "registration tunnel". Organizations must set up and take down the tables and chairs after their reserved time has ended.