

**TABLE REQUEST FORM**  
**RUTH S. HARLEY UNIVERSITY CENTER**  
**DEPARTMENT OF AUXILIARY SERVICES**

*All information on this form must be completed. The form must be signed and returned to the Reservations Coordinator in UC 301 or faxed to (516) 877-3606 in order for your reservation to be processed. **Please take note that your request is tentative until you receive written confirmation.** Once*

*For assistance & information please call:      Reservations & Set-ups ext. 3604*

**EVENT INFORMATION**

Department or Student Organization:			
Person Making Request:		Phone:	
Contact Person:		Title:	
Email:	Phone:	Fax:	
Requested Date (Month, Date, Year):	Day (circle):	Sun	Mon    Tue    Wed    Thu    Fri    Sat
Alternative Date(s):			
Type of Program:			

**POLICIES**

Monday through Friday from 11:00am to 3:00pm, for fundraising, informational and vending purposes, there are four (4) tables available in the front of the University Center Lobby and two (2) tables available inside the lobby. Three (3) tables in the front of the lobby are exclusively for registered student groups and one (1) table in the front of the lobby is for University departments. The additional two (2) tables inside the lobby are for vendor use.

In the event that the department table and/or the vendor tables have not been reserved by the week prior, they will be made available to wait listed student organizations.

All postings must comply with posting regulations. The student organization or department's name must be displayed in a visible location. If the student organization or department is fundraising for a charity, then the charity's name must also be clearly displayed.

With the exception of bake sales, the service of outside food is NOT permitted. Events serving outside food will be shut down.

Persons manning the lobby tables must first report to the Office of Auxiliary Services, located in the University Center 301, with a valid University ID. Once individuals have checked-in with the Office of Auxiliary Services, a table will be provided. IDs will be held until the conclusion of the program.

Cancellations must be made in writing to the Reservations Coordinator at [herring@adelphi.edu](mailto:herring@adelphi.edu) at least forty-eight (48) hours prior to the reserved date. Failure to properly notify the Office of Auxiliary Services shall be subject to a cancellation fee and/or loss of reservation privileges.

**SPECIAL REQUIREMENTS**

Please indicate if there are any special requirements needed:

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**CORRESPONDENCE LOG**

(For Office Use Only)


<b>Signature: X</b>	<b>Date</b>
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By signing this form, you as a representative of your organization or department, agree to abide by the above listed policies.