Residential Hall Table Sit Request Form

Requestor's Information

Organization/Office/Group Name: ________________________________

Date: ________________________________

Start Time: ________________________________  End Time: ________________________________

Primary Contact: ________________________________  Phone: ________________________________

E-Mail: ________________________________

Secondary Contact: ________________________________  Phone: ________________________________

E-Mail: ________________________________

Requested Table Sit Locations:

____ Acadian Hall            ____ Blake Hall
____ Broussard Hall            ____ Cypress Hall
____ East Campus Apartments Activity Center            ____ Evangeline Hall
____ Herget Hall            ____ Kirby Smith Hall
____ Laville Honors House            ____ McVoy Hall
____ Miller Hall            ____ North Hall
____ Pentagon Activity Center            ____ South Hall
____ West Hall            ____ West Campus Apartments Activity Center

Table Sit Approval Deadlines and Stipulations (Please initial next to each demonstrating your understanding):

____ Requests for campus wide table sits must be submitted to the Associate Director of Residential Life and Education for Staffing and Operations no fewer than two (2) weeks prior to the scheduled drive start. If a table sit is only occurring in one Residence Hall, the form must be submitted to the Residence Life Coordinator for that area no less than two (2) weeks prior.

____ Residential Life will provide one (1) table to be utilized during a table sit which will be organized by the Residence Life Coordinator of the area.

____ Table sits may be reserved by university departments and registered student organizations, outside businesses are not permitted to reserve tables in our residential communities.

____ Table sits are utilized to raise awareness, promote events, and engage students; solicitation of residential students is never permitted.

____ Residential Life reserves the right to end any table sits where there is a disruption to the community.
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<th>Approval</th>
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<tr>
<td>Associate Director for Staffing and Operations:</td>
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<td>Signature:____________________________</td>
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<tr>
<td>Date: _______________________________</td>
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<tr>
<td>Residence Life Coordinator/Graduate Residence Director:</td>
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