

PLEMMONS STUDENT UNION, Scheduling Office

Phone: (828) 262-3032 Fax: (828) 262-2937

Reservations may only be made if request is received five (5) working days prior to date of request and accompanied by completed and signed Solicitation Form (available in the CSIL Office)

CONTACT TABLES (or) DISPLAY CASES

*Completion of this form does not insure space availability or event approval. Today's Date: _____

Clubs must have an appointment in order to reserve a Contact Table. See below.

*Does this group have an Appointment? (For Office Staff Only) Date: _____ Time: _____ Staff Initials: _____

Check ONE **Contact Table** **Display Case** (If both, please fill out separate forms for each)

Name: _____ **Phone:** _____ **ASU Box:** _____

Fax #: _____ **Email Address:** _____

Dept/Org.: _____ (*No Abbreviations **PLEASE**)

Event Title (Subject of Use) : _____

Date Table/Case is needed (Beginning): _____ **Date Table/Case is needed (End):** _____

Possible Alternate Dates of Event: _____

If Contact Table is requested, note the **Times** (ex. 10 a.m-2 p.m.)? _____

Possible Alternate Times: _____

Are you: **Selling anything?** **yes** **no**

Soliciting Votes? **yes** **no**

Accepting Donations? **yes** **no**

CONTACT TABLES:

- ✓ **Student Clubs & Organizations must have a Solicitation Form APPROVED & SIGNED by the CSIL Office & Advisor BEFORE a Contact Table reservation can be made.**
- ✓ Solicitation Forms are available from both the CSIL Office & Student Programs Office.
- ✓ Table reservations that are not utilized, will result in the cancellation of any additionally held Contact Table reservations. Two (2) failures to use a reserved table will result in an organization's loss of scheduling privileges for Contact Tables for the academic year.
- ✓ Everyone that reserves a table must sign a **contract that further explains rules/policies.** See Contract.

DISPLAY CASES:

- ✓ Case reservations that are not utilized by 8:00 a.m. the second day of reservation, will result in the Cancellation of the reservation. Two (2) failures to use a reserved Display Case will result in an Organization's loss of scheduling privileges for Display Cases for the academic year.
- ✓ The group must remove items by closing time of the last day display case is reserved or our staff will do so with no responsibility for lost materials.