



USCA University Housing Tabling Request Form

Directions:

Fill out the form completely

Make sure you sign at the bottom acknowledging that you read the rules and regulations

Return this form to the area office in the building you are requesting to be in. If this form is not filled out completely your request will be denied or there will be a delay in processing the request.

Tabling Rules and Regulations:

- Tabling will only be allowed on Tuesdays Wednesdays and Thursdays between the hours of 10:00am and 3:00pm.
- **You do not have permission to table until you receive permission from the Community Director of the building via e-mail.**
- **You must bring a printout of the e-mail granting you permission when you come to set up for tabling.**
- There is a limit of only two people at the table.
- All signs and posters must be approved before posting by either the Community Director or Desk Staff.
- Please keep the noise level to a minimum, there will be no music (e.g. singing, radios etc.).
- You must not impede the flow of traffic, lobbies can get extremely busy with people coming and going.
- If the Community Director or Desk staff finds you to be a disturbance they will ask you to leave.
- Depending on the building we will supply a table (or something similar) and two chairs.
- You may not request a table for more than two days in a row .

I have read and understand the rules and regulations (Sign Here) _____

Today's Date : _____ (Must be 10 business days [Mon thru Fri] before Tabling Event)

Name of Group _____

Select the building you would like to Table in (a separate form must be completed for each building):

Pacer Crossing crossingsao@usca.edu

Pacer Commons commonsao@usca.edu

Pacer Downs downsao@usca.edu

Tabling Reservation Date: _____
(CANNOT BE LESS THAN 10 WEEKDAYS [MONDAY-FRIDAY] FROM THE DAY YOU SUBMIT FORM)

Tabling Reservation Times: _____ (Between the hours of 10:00am and 3:00pm)

Fill out Requester /Contact person information below:

Name: _____
(First Name) (Middle Initial) (Last Name)

E-mail address: _____ **Phone number:** _____