

TABLE/DISPLAY CASE REQUEST

Please complete this form by including all requested information.

Submission of this form does NOT constitute a reservation.

You will be contacted by University Event Scheduling with confirmation.

Host Department/Organization _____

Authorized Contact Name _____

Phone _____ **Email** _____

Table Space Request (Please Check One)

Mary Graydon Information Table

Bookstore Information Table

Quad Information Table*

**Due to limited indoor table locations, confirmation for outdoor tables cannot be moved inside due to inclement weather.*

Tabling For _____

Tabling Date _____

Tabling Start Time _____ **Tabling End Time** _____

Please describe tabling in detail _____

The number of tables is limited, therefore requests for more than one table at a time will not be granted.

Each table only seats one person when all tables are in use.

For further information, please read the Tabling Guidelines on the back of this form.

Display Case Request

Large Display Case - MGC Central Lounge

Small Display Case (6 available) _____ (specify case number)

Display For _____

Display Dates _____

Please describe display in detail _____

Display cases may be reserved for one week at a time - from Monday (3:00pm) to Monday (12noon).

Items not removed after the deadline will be discarded.

Requests for more than one display case or for longer periods of time will be honored based on demand.

Display case keys are located in MGC 274.

Keys cannot be held overnight; they must be returned by 5pm the day they are picked up.

Signatures

By signing below, I agree to abide by all University Center and campus regulations regarding the use of space and I agree to restore the space to an orderly condition for the next user. I also recognize that this is a request for space, not a confirmation & that I should not advertise this event until I have received a confirmation from University Event Scheduling.

Authorized Sponsor Rep.

Date

Student Organization Advisor

Date

TABLING GUIDELINES

Definition:

“Tabling” is providing information, programs, products, or services at an assigned table in Mary Graydon Center or on Freidheim Quadrangle at a table with a vending permit, when applicable.

Eligibility:

Student members of recognized clubs and organizations and full-time faculty and staff are eligible to table at American University. A vending permit is required for the sale, marketing, or merchandizing of any product.

Prohibitions:

Selling any product or service without the required vending permit is prohibited. (Vending Applications are available at the University Center, MGC 274) Tabling in Mary Graydon Center must take place at the designated tabling stations. Tables may not be brought in from other areas or moved from the dining area and set up in the foyer or hallway. Tabling on the Quad is allowed only in the areas designated by the University Center. You are required to remain behind your assigned table while scheduled.

Cancellation:

To cancel a reserved table, the organization or department representative must notify the tabling scheduler at least 24 hours in advance. In the case of inclement weather, the representative may notify the scheduler the day of their tabling reservation. If reservations are not properly cancelled, your tabling privileges may be revoked as determined by University Center staff.

Tabling Locations:

The MGC Information Tables are the three table spaces adjunct to the Information Desk on the first floor of the Mary Graydon Center. The MGC Quad Tables are the five designated spaces outside in front of the Mary Graydon Center near the flagpole.

Tabling Expectations:

Tabling must be carried out at the assigned tabling sites. Responsible parties must abide by all university policies, including the sound amplification policy. (Copies of the American University Amplification Policy are available in MGC 274.) Failure to comply with these guidelines may result in the loss of tabling privileges.

Request Limitations:

The number of tables is limited, so requests for more than one table at a time will not be granted. Requests to table for extended periods of time will be approved on the basis of demand. Tabling schedules must be strictly followed so that all reservations may be honored. University Event Scheduling attempts to accommodate the requests of as many student organizations and university staff members as possible.

Procedures:

Students - Must complete a Table / Display Case Request to reserve tables in Mary Graydon Center or table space at the flagpole on the Quad. Forms are available at MGC 274 and MGC 271. The required information must include: affiliation of the requestor, dates, times, and purpose of the tabling activity, a contact phone number, an email address, and an authorized student signature.

Individual students must be sponsored by a recognized student club or department in order to table. The sponsoring student group must have an authorized member complete and sign the form.

The student organization’s Student Activities advisor, not the faculty/staff advisor, will review the request and either approve the request or contact the student if there any questions. Upon approval, the advisor will forward the Table / Display Case Request to University Event Scheduling, who will then notify the student of the reservation status by email. Turn around time for a response should be no more than three business days. It is strongly recommended that the request be submitted at least two weeks or more in advance of the desired reservation date, especially during peak demand times.

Faculty/Staff - Complete the Table / Display Case Request to reserve a table in Mary Graydon Center or the table space at the flagpole on the Quad and submit to MGC 274. Confirmation will be processed by email.

All organizations and departments must sign in at the Information Desk before tabling. Groups with outdoor and bookstore table spaces must leave an AU identification card with the Information Desk attendant. Only one table and two chairs will be allocated for each outdoor and bookstore table location. All identification cards will be returned to the cardholder once all equipment is returned to the storage location at the completion of their reservation.

Important Note:

There are four small tables inside the Mary Graydon Center designated as tabling space. Each table seats no more than one person when all spaces are in use. It is important to adhere to the one person per table rule so that all individuals may comfortably participate in their tabling activities.