

## CE INFORMATION TABLE REQUEST FORM

Information Table Space is made available on a first come, first serve basis, to IUPUI Student Organizations and Department/Schools. Please read the Information Table policy on the reverse side for additional information before submitting this form. Forms can be submitted in the Campus Center office in CE 278 or faxed to 278-0828

**THIS FORM IS ONLY A REQUEST, EMAIL CONFIRMATIONS ARE USUALLY SENT WITHIN 3 BUSINESS DAYS.**

Requestor's Name: \_\_\_\_\_ Campus ID # \_\_\_\_\_

Faculty/Staff  Student Phone# \_\_\_\_\_ Email \_\_\_\_\_

Dept. /Group Name: \_\_\_\_\_

### DATE/TIME INFORMATION

Date(s) : \_\_\_\_\_

Start time \_\_\_\_\_ End time \_\_\_\_\_

Information tables are assigned on a first come first serve basis. The Campus Center Event Services staff will assign student organizations and department/schools information tables based on availability. Campus Center Event Services staff will notify clients when their request can/cannot be fulfilled.

### PURPOSE OF TABLE

\_\_\_\_\_ Membership Solicitation \_\_\_\_\_ Distribute Literature \* \_\_\_\_\_ Fundraising\* \_\_\_\_\_ Other

**Do you plan to sell or distribute food or beverages at your table?** \_\_\_\_\_ NO \_\_\_\_\_ YES (The sale and/or distribution of food is strictly prohibited except for specially designated days, and when permitted, all Board of Health and University regulations must be followed. Go to this link for additional information <http://www.life.iupui.edu/osi/student-orgs/food.html>. Failure to follow polices could result in cancellation of your event.

Provide a description of your event, and list any equipment which your organization will bring to campus for this activity (no access to power/outlets): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Copies of all literature to be distributed must be presented upon request to the Campus Center Administrative Office**

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\*Proceeds from fundraising activities are to go to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

\*If you are sponsoring an outside agency or organization to use this table, you or a member of your organization must be present at the tables at all times. (Exemptions: Student Employment Offices, Career Services, Jag Tag)

Name of outside group: \_\_\_\_\_

Name of outside contact person: \_\_\_\_\_

Phone of outside contact person: \_\_\_\_\_

### AGREEMENT:

**READ ALL SECTIONS CAREFULLY. THE CAMPUS CENTER OBLIGATES YOU AS A REPRESENTATIVE OF YOUR ORGANIZATION'S ACTIVITY TO SPECIFIC RESPONSIBILITES. THE FORM MUST BE SIGNED AND DATED.** I (and everyone I represent) agree to remain at the table space assigned to use for the purpose named above during the requested days and times as stated above. We will not harass persons around us, nor hinder their normal progress while walking in the area, not approach them in any way, nor obstruct the normal flow of traffic, nor in any way cause hazardous conditions to exist. Further, we agree not to beg for money nor insist on participation in any way, except that we may post a sign stating our purpose, and that such signs will be of reasonable size and will be taped to the table or be adjacent to it. We understand that the sale or distribution of food is strictly prohibited except for specially designated days, and when permitted, all Board of Health and University regulations must be followed. We understand that if we misrepresent our cause, or do not adhere to this agreement or any part hereof, that our privilege to use University facilities so assigned in good faith will be forfeited. **(READ POLICY ON BACK BEFORE SIGNING)**

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**Applicant's Name (PLEASE PRINT)**

**Applicant's SIGNATURE**

**DATE**

OFFICE USE ONLY:

Space Reserved

Confirmation sent

Ini \_\_\_\_\_

Ini \_\_\_\_\_

1/2012

**Policy:**

1. There are six (6) total information tables and locations available. The tables can only be used inside the Campus Center. Only IUPUI student organizations and departments/schools can reserve an information table.
2. Locations:  
1<sup>st</sup> Floor:  
4 tables (total). 1 table is located under the Citizen's Commons Sign; and 3 tables are located in very specific spots along the railing overlooking the TV Lounge. Once setup, the tables cannot be move by the organization.  
2<sup>nd</sup> Floor:  
1 table across from the entry to the Credit Union  
1 table at the corner of the 2<sup>nd</sup> floor commons area, adjacent to the connector  
**\*\*There is no guarantee that you will get your preferred table location**
3. Information Tables will not be set-up until a member of the sponsoring organization arrives and stops by the 1<sup>st</sup> Floor Information Desk to request the table to be setup.
4. There is a **two (2) business day notice to cancel** an information table reservation; if you do not provide one (1) business day notice you will be charged a cancellation fee of **\$25.00**. To cancel an information table reservation please contact the Campus Center Event Services office at 278-8511.
5. There is no electricity access to the Information Tables.
6. There are specific locations for each Information Table. The tables cannot be moved from these locations.
7. Information tables must be place against the railing or wall with chairs on the sides of the tables.
8. Organizations may not bring their own table/booth to set-up inside the Campus Center.
9. Only one table can be reserved for an organization per day.
10. Non-University organizations must be sponsored by an IUPUI student organization or department/school. A member of the sponsoring organization must be at the table with the non-university organization or individual at all times (Exemption: Career Services).
11. Individuals may not reserved Information tables for their own personal use or promotion.
12. Tables may not be taken from meeting rooms, lounges, office suites to be used as Information Tables
13. Organizations must follow strict campus policies regarding the sale and/or distribution of food items at an Information Table. Failure to follow the IUPUI Food Policy could result in the cancellation of your event.

<http://www.life.iupui.edu/osi/student-orgs/food.html>