



# University Center Lobby Table Request

THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA

Return this form to the University Center

UC Office 226

Telephone: (423) 425-4455 Fax: (423) 425-2243



*All Lobby Table Requests must be approved by the University Center  
Lobby Tables are only available to registered UTC student organizations*

## Event Information

Event Title: \_\_\_\_\_

Event Description: \_\_\_\_\_  
\_\_\_\_\_

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

Selling       Registering       Fundraising       Soliciting

If yes, Please describe: \_\_\_\_\_

***\*\*Bake Sales may include cookies, cakes, brownies, etc. No purchased items for resale including drinks, candy, snacks, etc\*\****

## Contact Information

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Organization/Department/Sponsor: \_\_\_\_\_  
\_\_\_\_\_

*If you are planning a fund-raiser with a vendor, provide the vendor's name and company name. Sponsoring organizations must follow vendor guidelines including charges.*

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## Office Use

Confirmed Location: \_\_\_\_\_

Comments: \_\_\_\_\_

Approved By: \_\_\_\_\_ Table Number: \_\_\_\_\_