

University Center Lobby Table Request

THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA

Return this form to the University Center

UC Office 226

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



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

Event Information

Event Title: _____

Event Description: _____

Date(s): _____ Time(s): _____

Our organization will be: Selling Registering Fundraising Soliciting

Please describe you activity: _____

****Note: Bake Sales may include cookies, cakes, brownies, etc. No purchased items for resale including drinks, candy, snacks, etc. are permitted to be resold.****

Contact Information

Contact Name: _____ Phone: _____

Email: _____

Organization/Department/Sponsor: _____

****Note: If you are planning a fundraiser with a vendor please provide the vendor's name and company name. Sponsoring organizations must follow vendor guidelines including charges.****

Sign: _____ Date: _____

I have read and understand the Lobby Table Guidelines attached to this page. I acknowledge that all listed information is accurate, and I will let the appropriate department know if anything changes before the event. I understand that failure to meet any conditions of this agreement shall result in a cancellation at any time. I understand that this form is an application, and the event should not be promoted until confirmation is received. I will also be responsible for any billing incurred.

Office Use Only

Confirmed Location: _____

Comments: _____

Approved By: _____ Table Number: _____

UC Lobby Table Guidelines

1. Lobby Tables are available Monday-Friday, 8:00am-8:00pm. If you would like to reserve a time outside of these times you must speak with Aaron Grisham, Assistant Director of Operations for the University Center.
2. Groups are provided with one (1) table and two (2) chairs. Tables and chairs are not allowed to be moved from this location. This is in compliance with Safety and Risk Management guidelines.
3. Bake sales may include cookies, cakes, brownies, etc. No purchased items may be re-sold, including drinks, candy, snacks, etc.
4. Amplified music is not permitted at lobby tables. Music can only be played through the built-in speakers of a small electronic device (ex. Laptop computer, phone, etc.). The UC staff and Student Development reserve the right to ask groups to turn down or turn off their music.
5. Music should meet community standards in terms of content. Music with profane lyrics does not meet community standards. Student Organizations whose music does not meet the community standards will be asked to turn off their music and will be reported to Student Development for disciplinary action.
6. Groups should have no more than 3 people working their table at one time.
7. Group members must be stationed behind their table and allow interested students to approach their table. Groups should not solicit students as they pass through the Lobby Table area or approach them at tables in the UC Commons.
8. Groups who are hosting individuals not associated with the university are responsible for the conduct of their guests, and should have at least one group member at the table at all times.
9. Groups partnering with a vendor must contact the University Center Office in advance for further information regarding vendor guidelines and charges.
10. Questions and clarifications about any guidelines can be addressed to the University Center Office (Room 226).