



STUDENT ORGANIZATION AND CAMPUS DEPARTMENT
TABLE RESERVATION REQUEST FORM

Please fill out this form in its entirety and return to 210 Lester Hall, by e-mail to union@olemiss.edu, or by fax to (662)915-5410. Reservation must be completed by an organization's designated member within OrgSync.

In order to ensure that reservations conducted by the Student Union are in accordance with established policies and procedures, the Ole Miss Student Union retains the authorization to supervise reservations in front of both Weir Hall and the Lott Leadership Institute on Galtney Lott Plaza.

The following is the policy for reserving space for Student Organizations and Campus Departments:

- 1. Reservations are made through the Ole Miss Student Union, where the reservation agreement must be completed.
2. Rental is open to all registered student organizations and campus departments at no charge.
3. Space for student organizations or campus departments is restricted to the preset locations in front of both Weir Hall and the Lott Leadership Institute on Galtney Lott Plaza between the hours of 10:00 a.m. - 4:00 p.m.
4. Due to fire code and building regulations, tables may not be moved from assigned spaces. In the event of inclement weather, table reservations are at the discretion of the user. Tables will be placed rain or shine.
5. Due to location, absolutely no music or amplified sound is permitted at any time.
6. There can be no sales, solicitations or marketing that will conflict with the exclusive sales agreement that the University has with contracted businesses and/or corporations. This includes providing food or drinks that conflict with existing contracts the university has with vendors (e.g. non-Coca Cola products, cookies, and other items). For clarification, please contact the Ole Miss Student Union.
7. Student organizations and campus departments may collect money and/or goods/items for charitable organizations, military personnel, etc.
8. Fronting is prohibited. Fronting is when an individual or organization uses university space/facilities and services under the guise that the activity is a university-sponsored program. Violator's will have their reservation privileges revoked.
9. At the discretion of the Ole Miss Student Union, student organizations and campus departments may forfeit their right to reserve space if they fail to appear on the date(s) reserved.
10. Interpretation of the regulations and their adjustment to special circumstances shall be the prerogative of the Ole Miss Student Union.
11. In the event that the university suspends campus activities or closes, the table reservation will be cancelled, and the user will have the opportunity to reschedule.
12. Failure to abide by these guidelines will result in loss of privileges.

CONTACT INFORMATION:

Campus Department/Student Organization:
Contact Person: Title:
Phone Number: E-mail:
Mailing Address:

RESERVATION INFORMATION:

Date(s): Times: (Begins) (Ends)
Description of Reservation:

I have read and agree to comply with the Policy for Student Organization and Campus Departments Table Reservation Requests on the Ole Miss campus.

Organization Representative Ole Miss Student Union Date

FOR OMSU USE ONLY:

LOCATION: Lott 1 Lott 2 Lott 3 Lott 4 Weir 1 Weir 2 Weir 3 Weir 4

Initials of OMSU: _____