



**REGISTERED STUDENT ORGANIZATION AND CAMPUS DEPARTMENT
TABLE RESERVATION REQUEST FORM**

Please fill out this form in its entirety and return to Suite H301 in the Ole Miss Student Union or by e-mail to unionreservations@olemiss.edu. Reservation must be completed by an organization's designated member within The ForUM.

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 at the Student Union.

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. Reservations must be submitted no later than five (5) business days in advance.
2. Rental is open to all registered student organizations and campus departments at no charge. Tables are located along the sidewalk near the Grove in front of the Ole Miss Student Union.
3. **Space for student organizations or campus departments is restricted to the preset locations alongside the Grove at the Ole Miss Student Union between the hours of 10:00 a.m. - 3:00 p.m.**
4. Due to COVID protocols, 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 further 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 as well as the COVID-specific guidelines listed below will result in loss of privileges.

COVID-specific Guidelines (please read below)

- Face coverings required at all times for RSO/department members while at the reserved table
- Only two chairs will be provided for each reservation, and chairs must maintain a distance of six (6) feet of distance
- No more than two members of an organization may be present at the table at one time
- Hand sanitizer (at least 60%) must be provided by the RSO/department at the table
- Flyer distribution and promotional materials may be shared but not through direct contact; items may be placed on the table by the representative and picked up by the participant(s)
- Baked sales are not permitted
- OMSU staff will disinfect each table and chair after each day; it is the responsibility of the RSO/department to disinfect surfaces between their staffing shifts during the day
- **It is the responsibility of the individual completing this form to complete the tabling training (<http://bit.ly/OMSUTabling21>) and quiz (<https://forms.gle/zf8dnFk7VF6xPtAZA>). The representative is responsible for communicate all guidelines and expectations to those staffing the table reservation on behalf of the RSO/department.**
- Failure to abide by these guidelines will result in loss of privileges for the remainder of the academic semester

CONTACT INFORMATION:

Campus Department/Student Organization: _____

Contact Person: _____ Title: _____

Phone Number: _____ E-mail: _____

Mailing Address: _____

RESERVATION INFORMATION:

Date(s): _____

Description of Reservation: _____

I have read and agree to comply with the Policy for Student Organization and Campus Departments Table Reservation Requests and COVID guidelines associated with table reservations.

Organization Representative *Date*

FOR OMSU USE ONLY:

LOCATION:

Grove Sidewalk 1	Grove Sidewalk 2	Grove Sidewalk 3	Grove Sidewalk 4	Grove Sidewalk 5
Grove Sidewalk 6	Grove Sidewalk 7	Grove Sidewalk 8	Grove Sidewalk 9	Grove Sidewalk 10

Initials of OMSU: _____