



**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 no later than two (2) days prior to reservation.

In order to ensure that reservations conducted by The Gertrude C. Ford Ole Miss Student Union (OMSU) are in accordance with established policies and procedures, the OMSU retains the authorization to supervise reservations at the OMSU.

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

1. Reservations are made through the OMSU, where the reservation agreement must be completed.
2. Rental is open only to all registered student organizations and university departments at no charge.
3. Space for student organizations or university departments is restricted to the preset locations at the Student Union 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. Upon arrival to the Union Plaza, RSOs and campus department representatives must check in for their table at the Information Desk located on the 2nd floor of the building.
6. Due to location, absolutely no music or amplified sound is permitted at any time.
7. 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 OMSU.
8. Student organizations and University departments may collect money and/or goods/items for charitable organizations, military personnel, etc.
9. Fronting is prohibited. “Fronting” is defined as permitting a non-University individual or organization to use University space/facilities and services under the guise that the activity is a University-sponsored program in order to avoid payment. Violator’s will have their reservation privileges revoked.
10. At the discretion of the OMSU, student organizations and University departments may forfeit their right to reserve space if they fail to appear on the date(s) reserved.
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: _____

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 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: _____