

**CENTER FOR STUDENT INVOLVEMENT  
CLUB/ORG TABLE & MEETING ROOM REQUEST FORM**

**\*\*This form MUST be fully completed & approved, a minimum of 2 weeks in advance for any club/org request. Space and table availability is limited and clubs/orgs do not have access to all locations on campus; please contact your club liaison if you need clarification before submitting this request.\*\***

*(Please print clearly)*

**CLUB/ORG TABLE REQUEST**

Date(s) of Activity \_\_\_\_\_ Sponsoring Club/Org \_\_\_\_\_

Table Access needed from \_\_\_\_\_ AM / PM until \_\_\_\_\_ AM / PM

Location: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

[location options: Building A, Building J lobby, Building L near bookstore, Building Z hallway]

Club/Org Contact \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Advisor \_\_\_\_\_

Goal of table use & intended activities:

**CLUB/ORG MEETING ROOM REQUEST**

*(note: space requests for an event must be submitted on an Event Planning & Scheduling Form)*

Date(s) of Activity \_\_\_\_\_ Sponsoring \_\_\_\_\_ Club/Org \_\_\_\_\_

\_\_\_\_\_ Recurring request? How often will you need this space? (ie: weekly for the semester?) \_\_\_\_\_ Room Access needed from \_\_\_\_\_

\_\_\_\_\_ AM / PM until \_\_\_\_\_ AM / PM Location: 1<sup>st</sup> Choice \_\_\_\_\_

\_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Room \_\_\_\_\_ set-up \_\_\_\_\_ description: \_\_\_\_\_

Please list any AV or Equipment Needs: \_\_\_\_\_

Club/Org Contact \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Advisor Signature \_\_\_\_\_

Goal of room use & intended activities:

**(CONTINUED ON BACK)**

**Student Involvement  
A336 • 847.925.6242**

**IMPORTANT: By signing this document it is insured that the participant has read and will comply with all rules and regulations stated on the attachment to this document.**

Club/Org Contact Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**WHEN COMPLETE, SUBMIT FORM TO STUDENT INVOLVEMENT in A336**

**OR SUBMIT VIA INNER OFFICE MAIL TO: CSI – Table/Mtg Room Request**

**For Office Use Only. Do Not Write Below This Line.**  
Signatures are required to receive approval for the event.

Form Received by \_\_\_\_\_ Date \_\_\_\_\_

*Center for Student Involvement, A336*

Student Involvement Coordinator/Director Approval \_\_\_\_\_ Date \_\_\_\_\_

*Signature*

Coordinator/Director submitted R25 Room or Table Request \_\_\_\_\_ Date \_\_\_\_\_

Initials

***(ATTACHMENT: Regulations: Distribution of Literature & Use of Tables or Display Space)***

### **Distribution of Literature and Use of Tables or Display Space**

The College offers the following procedures so that student organizations, campus departments, and outside non-profit agencies may interact and communicate directly with Harper students in the Building A Student Center (2<sup>nd</sup> floor near south windows), Building Z (hallway), Building J (lobby), Building D (limited to college representatives), or Building L (near bookstore). In the designated areas, tables may be set up without charge for representatives of the above-mentioned groups in accordance with the following rules:

1. The space is available only upon advance request, which shall be obtained by filing a reservation form with Conference and Event Services, Building R, R210; 847.925.6186.
2. Student clubs and organizations may contact the Office of Student Involvement, 847.925.6242, to request a table. Student Involvement will then place the approved request.
3. Space shall be allocated on a first-come, first-served basis, provided that the College will give use requests by Harper student organizations priority over requests by non-student organizations, and may reserve identified locations for use by representatives of colleges and universities who visit campus to provide students with information about educational opportunities at four-year institutions. Use of a designated area should be requested at least five days prior to the desired date of use. Requests for a subsequent semester will not be accepted earlier than six weeks prior to the beginning of that semester.
4. No displays or distribution shall be conducted when the lounge is reserved for an activity.
5. A maximum of three tables or displays may be placed in the designated area in the Student Center at the same time. A maximum of two tables are designated for college representatives in Building J; one additional table may be reserved on a first-come, first-served basis (for recognized student organizations or non-profit agencies). A maximum of two tables are available in the designated area in Building Z. Tables will be provided by the College. Displays shall not exceed 4' x 8' in size. The tables and displays will be placed next to the windows along the south corridor of the Student Center lounge in front of the glass case near the Z117/119 sign, or along the north wall by the events sign in the Business and Social Science Center.
6. In order to allow as many groups as possible to be represented in the Student Center, Building Z, and Building J, a requestor may reserve a space for a maximum of: a) one day a week for the semester; or b) one full week per semester.
7. There shall be no more than one space per organization at the same time; however, if no other requests have been made by the reservation deadline; one additional display space may be reserved. No more than four, nor less than one person(s), shall staff any display.
8. Displays may not be disruptive in nature. No sound amplification equipment may be used in the designated area.
9. Representatives of organizations or agencies may not approach students beyond the designated space (behind display table) and representatives must clearly identify themselves to Harper students.
10. Alcoholic beverages, narcotics, profane language, quarreling, fighting or gambling are prohibited. Smoking is also prohibited.
11. The solicitation of funds, the sale of goods or services, or advertising for the sale of goods or services is prohibited except:
  - a. by student organizations as part of a bona fide fund-raising activity for the organization; and
  - b. by a tax-exempt charitable organization, if approved by Conference and Event Services.
12. The distribution of literature that is obscene or pornographic is prohibited.
13. The requestor is responsible for prompt payment of any damage to the College property.
14. The College may assume a violation of regulations has occurred if an organization does not staff its reserved space for two reserved dates without notifying the Manager of Conference and Event Services. In the event of such a violation, the College may cancel the balance of the reserved time.
15. Violation of the regulations shall result in the revocation of the organization or requestor's reservation by the Manager of Conference and Event Services for the remainder of the semester or three months, whichever is longer, by service of a cancellation notice in writing upon the person making the reservations. If there is a dispute as to the facts causing the violation, the party contesting the cancellation notice may, within five days of the cancellation, request the Dean of Student Affairs to hold a meeting with the aggrieved party and the College office cancelling the reservation to review the alleged violation.