

**TABLE REQUEST FORM**

Department of Student Engagement  
**Phone:** 602.496.0670 **Fax:** 602.496.0672  
**E-mail:** [dpcservices@asu.edu](mailto:dpcservices@asu.edu)

Please return completed form to the Department of Student Engagement via email to [dpcservices@asu.edu](mailto:dpcservices@asu.edu) or fax at 602-496-0672 at least seven business days prior to your event. Thank you!

<b>Organization/Department Name</b>		
<b>Organization/Department Representative</b>		<b>E-mail Address</b>
<b>Daytime Phone #</b>	<b>Fax #</b>	<b>Date of Event (within two week period only)</b>
<b>Describe Event</b>		

<b>EQUIPMENT:</b>
Standard set-up is one table and two chairs per table reservation. Tables are set up in the south corridor of University Center Lobby or the Lobby area of Residential Commons.
<b>LOCATION: ASU Student/Staff/Faculty must be present at the table during event.</b>
<input type="checkbox"/> University Center Lobby <input type="checkbox"/> Residential Commons (RSCOM) Lobby
<b>TIME:</b>
Standard set-up time is 8am. Standard break down time is 6:30pm. You may use your reserved table between 8:30am and 6:00pm unless otherwise requested and approved.
<b>Due to City of Phoenix Ordinances &amp; Impact on Academic Success the following is not permitted during your event:</b>
<ul style="list-style-type: none"> <li>▶ Amplification</li> <li>▶ Food/Beverages</li> <li>▶ Sales</li> <li>▶ Vendors (non-ASU affiliated entities)</li> </ul>
<b>PARKING:</b>
Paid visitor parking is available in University Center lot (UC-2). No parking is permitted on the sidewalk for loading or unloading. All University and City parking rules and regulations must be followed.
<b>CANCELLATIONS:</b>
A \$10 service fee is charged to organizations/departments that fail to use the reserved table space and do not notify the Department of Student Engagement two working days before the event.
<b>LATE REQUESTS:</b>
Late requests for space may be accommodated if resources are available to support. A \$10 service fee is charged for requests made within two working days before the event.

<b>Signature – Organization/Department Representative</b>	<b>Date</b>
<b>Office Use Only – Date and Time Submitted</b>	<b>Authorized Signature</b>
<input type="checkbox"/> <b>Approved &amp; Confirmed</b> <input type="checkbox"/> <b>Denied</b> <input type="checkbox"/> <b>Need more information</b>	

The Department of Student Engagement is a great resource for event planning. Contact Dora Tompkins by phone at 602-285-3411 or email at [dora@asu.edu](mailto:dora@asu.edu) with event planning questions.