

Table Request Form

This form is for internal usage, faculty, staff, and students only.

Date Request Submitted:

Requesting Organization:

Contact's Name:

Contact's Email:

Date(s) of Use	Time (From - To) A.M. or P.M.	Number of Tables Requested (Max. 2)	Table(s) Assigned <i>(to be filled in by Student Affairs staff)</i>

Purpose of Request:

Will food or beverages be served?

Will money be exchanged?

Note on Events with Food or Beverages: Requestor is responsible for insuring that the area is in good condition after occupancy. Please contact the Building Supervisor of Custodial Services at (202) 662-9341 if extra trash cans or additional services are needed.

Special Needs

Audio Visual:

(Please contact A/V directly at (202) 662-9026. Information is requested at this time solely to assist in room assignment.)

Facilities Management:

(Please contact Facilities directly at (202) 662-9330. Information is requested at this time solely to assist in room assignment.)

All requests should be considered tentative until confirmation is received. The following policies and regulations govern table usage and rental at Georgetown University Law Center. The guidelines require users to abide by all Law Center regulations. In addition, table usage must be consistent with the academic mission and standards of Georgetown University Law Center.

- *All requesters must complete a Table Request Form.*
- *There are 4 tables available; however a maximum of 2 tables may be reserved at any given time by one organization/group.*
- *All users may tack signs on the bulletin board on the wall of the chapel area behind their table. Signs must be removed when the usage period has ended. No signs are to be placed on the doors of the chapel.*
- *Entrances to the chapel cannot be obstructed.*
- *No more than 4 tables may be in use at one time.*
- *Only internal groups may use tables on Wednesdays.*
- *Tables are for internal use, Law Center related sales, and sales of law related materials.*
- *Tables are not available for individual use.*

Requestor/Contact Signature:

Telephone:

Table(s) assigned by:

Tracking #:

IF YOU WISH, YOU MAY FAX YOUR REQUEST TO (202) 662-9261
GEORGETOWN UNIVERSITY LAW CENTER - FORM REVISED October 28, 2005