

TABLE/KIOSK RESERVATION REQUEST

(Mason Organizations, Faculty, Staff & Students)

Johnson Center and Student Union Operations

Johnson Center - Room 324 - MSN 5A3 - Phone 993-2921 - Fax 993-2919

1. Name of Organization/Department (if applicable) _____
2. Contact Name _____ Phone _____ Fax _____
3. Organization/Contact's Email _____
4. Date and Time Requested (/ /) ____:____to____:____ (/ /) ____:____to____:____
(/ /) ____:____to____:____ (/ /) ____:____to____:____ (/ /) ____:____to____:____
5. Reservation for: JC Atrium Kiosk SUB I Patriots Lounge SUB II Mid Level
 JC East Plaza Sidewalk SUB I Quad Sidewalk
6. Please describe the items that will be distributed from the kiosk/table _____

7. Audio/Visual: **TV/DVD/VCR Combo** (1 per table/day)

TERMS AND CONDITIONS

1. All recognized student organizations and Mason departments may schedule one table/kiosk for up to five consecutive working days, 25 dates per semester and may reserve one year in advance. Individual Students, Faculty and Staff may schedule one table/kiosk for up to two consecutive working days, three dates per semester and may reserve three months in advance.
2. Each confirmed reservation is assigned to a specific kiosk or table.
3. A representative of the organization or department must be present at the reserved space at all times, and all activity must be conducted behind the kiosk, with a maximum of two chairs at a designated kiosk.
4. Organizations and departments that sponsor non-university vendors are responsible for the vendor rental fee and conduct.
5. Advertising material must be confined to the assigned space. Posters or flyers should not be placed on painted surfaces. Tape, thumbtacks and other adhesive materials are not allowed on walls and painted surfaces. Departments, Organizations, Students, Faculty, Staff, companies, vendors, etc. may be charged for any damages to painted surfaces.
6. Helium balloons are prohibited in the Johnson Center, and nothing may be hung from the ceiling that is over the kiosk.
7. High volume electronic equipment is prohibited in all Student Union buildings.
8. Mason Organizations may reserve up to **FOUR** hours of kiosk space in the Johnson Center per day. Individual Students, Faculty and Staff may reserve up to **TWO** hours at all locations.
9. **Organizations or departments not utilizing assigned space within 15 minutes of reservation time may have reservation canceled and space assigned to other requesters.**
10. **Organizations or departments not canceling three working days prior to activity date or that have "no shows", late arrivals, and early departures may lose reservation privileges for the completion of the semester and reservations currently confirmed without notice.**

I have read and understand the Terms and Conditions written above. I have also been given the opportunity to read the **Vending Sales & Solicitation Procedures for the Johnson Center and Student Unions related to University Policy 1110.** I understand the procedures and policy apply to all Mason Faculty, Staff, Students and members of the general public.

Signature _____ Date _____

FOR OFFICE USE ONLY

- Request Approved w/ Dates Requested**
(See attached reservation report)
- Request Approved w/ New Dates**
(See attached reservation report)
- Request Disapproved** _____
_____.

EVENT # _____

Approve/Disapproved By:
_____ (Staff Initials)