

Table Reservations

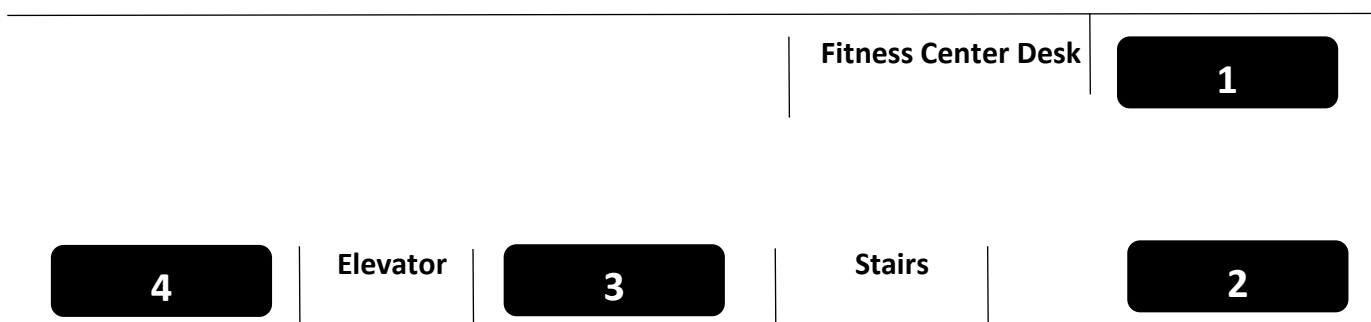
Event Date:	Group:
Start Time:	End Time:
Purpose:	
Table Number Preference <i>not guaranteed</i> :	

Person Responsible Name:	
Email:	Phone:

Advisor's Name:	
Email:	Phone:

Notes:

Any Group selling apparel must obtain written approval from Kevin Foster, Assistant Director Student Leadership and New Student Success in the Center for Multicultural Student Leadership and Engagement, and Tim Sharbaugh, Director of the Co-Op Store.



Outside tables will be placed near the HUB Front Doors and cannot be moved without permission. Tables will be placed outside after check-in at the HUB Front Desk.



(1) An organization which has reserved a HUB facility and does not use it or cancels the reservation will lose the privilege of using the HUB facility after the second offense. (2) These facilities must be reserved three working days prior to the event. Reservations are accepted Monday through Friday during business hours. (3) The HUB does not provide extension cords or markers. Glitter, open flames, and taping any signage on walls is strictly prohibited and violators will be charged for damages. (4) Please check-in with the Front Desk upon arrival. (5) For confirmation of room set-ups, contact the Front Desk at 724-357-2590 or visit the Front Desk. (6) All reservations are pending until receipt of an e-mail confirmation.

Email: hub-rooms@iup.edu

Phone: 724-357-2590

Office Use Only		
Event Type:	Security Needed?	If yes, how many and what times:
Received On:	Confirmed On:	Confirmation Number: