

Information

Requested Reservation Date : _____ Time: from _____ to _____

Name of Organization: _____

Person Reserving Table: _____

Purpose: _____

Phone: _____ Email: _____

Sponsoring Club/Org/Dept. (if applicable): _____

Rental Fees (if applicable): 0-6 hrs.: \$50 \$10/hr for each hour over 6. Rental Fee Paid: _____

Four tables are available for CSC chartered student organizations and College departments to use for the purpose of solicitation. The tables are located on the 2nd floor of the Atrium of Coeur de Catherine. "Solicitation" in this statement means the seeking of funds or other support, such as signatures, food, or supplies by a chartered student organization from persons outside its membership or by individual students. Solicitation could include, for example, such activities as the sale of goods or services; the distribution of literature, materials or products; or the promotion of rallies, parades, runs, or similar events.

Two tables are available for external organizations to use for the purpose of solicitation. The tables are located on the 2nd floor of the Atrium of Coeur de Catherine. "Solicitation" in this statement means the selling of goods or services, information distribution about a company and/or product. Outside vendors need to fit within the mission of a Catholic Women's Liberal Arts institution. Vendors soliciting for Credit Cards will not be allowed to reserve a table. The College reserves the right to deny a solicitation table to any external organization.

Reservations are taken on a first-come, first-served basis for both internal and external groups. Tables are reservable between the hours of 8:00 AM and 10:00 PM and on WEC Saturdays.

If a student organization or department wishes to sponsor an external group they may do so, by filling out the Solicitation Table Sponsorship Form. If the external group is selling products and/or raising money the rental fee will not be waived. If the external group is distributing information then the rental fee will be waived.

Each organization or department maintaining a table in the Coeur de Catherine is responsible for the following:

- Requiring solicitors to remain behind the table
- Providing a member of the organization or department at the table at all times.
- Ensuring all materials are contained on the table.
- Ensuring all signage is kept to the table-no signs may be taped to walls, pillars or railings.
- Ensuring that area is clean when finished at the end of the day.

All solicitation tables must remain in designated areas. The use of extra tables will not be allowed.

Reservations do not guarantee a specific table.

CSC Student Center and Activities reserves the right to cancel existing reservation and deny approval of future requests to groups not following these guidelines.

The College of St. Catherine assumes no liability for information distributed or goods sold.

Rental fee is non-refundable.

I have read and understand the Atrium Table Policy

Signature

Date

Office Use Only

Received by: _____ Date: _____

Approved by: _____ Date: _____

Table # ____ Noted in Book ____ Noted in Lotus ____ RSVP ____

**Please return this form to the Student Center and Activities Office,
270 Coeur de Catherine. Questions? Call 651-690-6210.**