



LOBBY TABLE REQUEST FORM

Please submit this form at least 7-10 business days prior to your event.

Please return form to: Suite 150 Student Union Phone: (716)645-2055 Fax: (716)645-2371

* Requests can also be submitted online at www.studentunions.buffalo.edu

* Please read information on reverse side before completing the form and sign the Statement of Responsibility.

* Reservations are NOT reviewed without a signature.

GENERAL INFORMATION

Group Name: _____ Date(s) Requested: _____

Recognized By: _____

Contact Name: _____

Phone Number: _____ Table Purpose: _____

Email: _____

Organization Address: _____

TABLE TYPE: (Check One) Information () Vendor ()

Information Space: One (1) 4-foot table and two (2) chairs are provided

Vendor Space: Two (2) 6-foot tables and two (2) chairs are provided

Will there be food at this event: _____ (Food permit may be required)

****Please visit our website at www.studentunions.buffalo.edu for the Student Union Policies & Procedures.** If you are serving or selling food/refreshments that are NOT being ordered through campus catering (Campus Dining & Shops), it is MANDATORY that you complete an Environmental, Health & Safety Service Food Application. Please contact Liz McGrath or Johnny Garcia at 645-2055 (eam25@buffalo.edu or jrgarcia@buffalo.edu) to obtain an application.

VENDOR INFORMATION

Vendor Name: _____ Contact Person: _____

Email: _____ Phone Number: _____

Address: _____

Description of items to be sold: _____

STATEMENT OF RESPONSIBILITY: I, _____, as the individual to be contacted for any matters and questions concerning this request, do hereby agree to accept responsibility for this event. I agree to adhere to the regulations outlined by the Student Life Office regarding the use of space in the Student Union. Such responsibility includes assurance that the facility requested will be used as stated in the request, that reasonable care will be taken to keep the event orderly, and that reasonable care will be taken to enforce the rules and regulations of the University at Buffalo.

***** CANCELLATION POLICY:** Cancellations MUST be made no later than 48 hours prior to the scheduled event. Groups who fail to cancel their reservation within that time frame, will be billed for any applicable charges.

Please note that this form does not guarantee services. You will be contacted via email once services are confirmed.

Signature of Sponsor: _____ Date: _____

OFFICE USE ONLY

Date of Review: _____ Reviewed by: _____

() Confirmed () Denied Notes: _____