

Table Reservation Policy for Uris Lobby

Effective Fall 2017, easels may no longer be reserved. Alternatively, posters may be hung on the wall by the area of tabling. Uris lobby and third floor TV screens may also be utilized by contacting Rachel Smith, Associate Director of Social Media.

Requirements to reserve a Uris lobby table:

- **Name:** Use a specific name for the table reservation such as “Ally Week Tabling” or “MMA Conference Tabling”, **not** “Cluster Q tabling” or “MMA Reservation”.
- **Internal Description:** For all table reservations, provide a detailed description of the purpose of tabling. Be sure to include the reasoning behind tabling, and if it is connected to club event.
- **Accountability and Other “Rules”:** Please refer to the [Room Reservation](#) policy for details regarding violations of this policy.

Programming Times and Black- out Dates

- Clubs can request tabling during Uris Hall’s **normal business hours** except on blackout dates.
- For a full list of blackout dates please refer to the [Student Leader Resource](#) website

Process to Reserve a Table

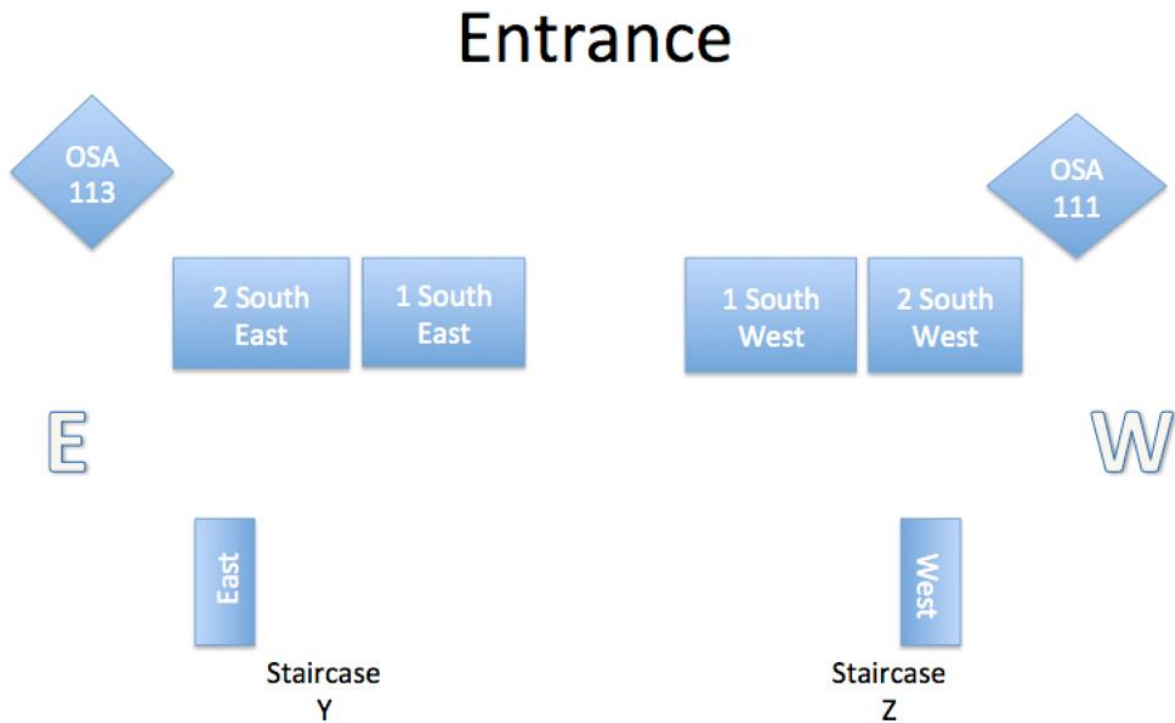
- Please [review](#) the CampusGroups FAQs for creating events and reserving spaces
- You will be able to choose from the different Uris lobby locations as per the normal room reservation process in Campus Groups
- You **must** select the table request option under “Operations Request” to ensure reservation is complete

FAQ and Contact Information

- **Student Government:** For questions about the policy, please contact [Josh Fink](#), VP of Clubs.
- **Dean’s Office:** For support with room reservations that have already been made, need to be switched, etc., please contact [Leanne Crowder](#).
- **OSA:** For general club questions, please contact your [club advisor](#).

Table Booking Options

- Uris Lobby Table East (next to Uris Staircase Y)
- Uris Lobby Table South East 1 (Closest to Entrance pathway)
- Uris Lobby Table South East 2 (Closest to Uris 113)
- Uris Lobby Table West (next to Uris Staircase Z)
- Uris Lobby Table South West 1 (Closest to Entrance pathway)
- Uris Lobby Table South West 2 (Closest to Uris 111)



DELI

Elevators