

**SAN JOSE STATE UNIVERSITY
TABLE / BANNER REQUEST FORM**

NO. _____

<input type="checkbox"/> TABLE <input type="checkbox"/> BANNER	FROM	TO	DAY(S)* OF WEEK	DATE(S)*
	AM PM	AM PM		

on-campus

off-campus

Sponsoring Organization: _____

Person in charge _____

Address _____

City State Zip

() ()

Office phone Home Phone

BILLING ADDRESS IF DIFFERENT		
Name _____		
Address _____		
City	State	Zip
()		()
Office phone		Home phone

*NOTE: Tables and banners are scheduled on a weekly basis. Following a one-week reservation, you may reapply at noon on the fifth day to schedule for another week. You will be limited to five (5) consecutive days.

TABLE / BANNER WILL BE USED FOR: (e.g., recruitment, advertisement of an event, bake sale, ect.)

LOCATION REQUESTED:

NOTE: Banners should be hung with rope or string only. Please do not use tape, tacks, staples, etc.

I, on behalf of, and as an authorized agent of the above named organization, agree to abide by the University policies, and the Student Union policies, regarding the use of these facilities.

Signature of the person in charge _____ date

FOR OFFICE USE ONLY

BY: _____ COST: \$ _____