

Student Union West Plaza Area Table Requests

All organizations (excluding student organizations) requesting a table in the Student Union West Plaza Area must complete the following steps:

1. Contact the University Career Center to begin table sponsorship request at least 14 business days prior to the event.
2. Read the Use of University Grounds Policy.
3. Fill out the Grounds Use/ Solicitation Request Form, listing your organization and UCC as the sponsor.
4. Print off a copy of the request form, scan and email it to the University Career Center representative whom you spoke with regarding your request. Make sure the appropriate areas are filled in correctly. Please sign and date the form.

All requests for sponsorship must have a Grounds Use Form filled out. All requests submitted will be reviewed. Approval of sponsorship will be determined by the director of the University Career Center. If no discrepancies are found, the University Career Center will submit the signed form to the Outdoor Events Coordinating Committee. This is typically done within 24-72 hours of the request submission to the University Career Center. **Table confirmations are not determined by the University Career Center.** Table set up is determined by the availability of the Student Union West Plaza Area. Please have alternate dates in case of a booking conflict. Organizations must abide by the Use of University Grounds Policy.

Forms are located in the link: <http://www.depts.ttu.edu/sub/UniversityGrounds/Index.php>

Under the Sponsoring Organization/Department/ Student/Employee section only sign and date the Applicant Signature.

Student Recreational Center Table Requests:

1. Contact the University Career Center for sponsorship. Email the Career Center representative details of what you are promoting. The details will go through a review process.
2. University Career Center will notify the Student Recreational Center of sponsorship.
3. Details will be coordinated with the appropriate Student Recreational Center employee and the requesting organization.

Table set up is based on availability of the Student Recreational Center. Non-profit and for-profit organizations are welcome to submit a request for the Rec Center.

Organizations must abide by the rules implemented by the Student Recreational Center and the Use of University Grounds Policy.

Failure to abide by the Grounds Policy may result in termination of future sponsorship from the University Career Center.

The University Career Center reserves the right to refuse sponsorship, and modify this policy at any given time.

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TEXAS TECH UNIVERSITY
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