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| **Basic Information** |
| **Main Contact - First and Last Name**:Click or tap here to enter text. | **Email**:Click or tap here to enter text. |
| **Mailing Address/Mailstop**:Click or tap here to enter text. | **Phone Number**:Click or tap here to enter text. |
| **Purpose/Intent of your Tabling Request**:Click or tap here to enter text. |
| **Representing** [*please check the applicable box and indicate your organization*] |
| [ ]  South Seattle Colleges Club/Organization: Click or tap here to enter text.[ ]  South Seattle College Department/Committee: Click or tap here to enter text.[ ]  Seattle Colleges District/Other Seattle Colleges Campus: Click or tap here to enter text.[ ]  Non-Campus Affiliated Organization: Click or tap here to enter text. |
| **Preferred Tabling Dates** |
| **Reservation A****Date**: Click or tap to enter a date.**Start Time**: Choose an item.**End Time**: Choose an item. | **Reservation B****Date**: Click or tap to enter a date.**Start Time**: Choose an item.**End Time**: Choose an item. |
| **Additional Tabling Request Information** [*please review*] |
| * Tabling Requests are approved case by case with priority given to South Seattle College Campus events and activities and programs.
* Tabling Requests should be made at least seven (7) days in advance of your first reservation date.
* Tables are available for check-out Monday through Thursday from 10am – 2pm and should be placed either inside the Jerry Brockey Student Center (JMB) between the Art Gallery and Game Room OR outside in the Clocktower Plaza. Reference and map may be requested for ease of planning.
* Table Requests are limited to 1 per month for non-campus affiliated organizations.
* Table Requests DO NOT guarantee approval; written approval will be issued to the Main Contact by the Office of Student Life.
* Distributed information must be inclusive and must not discriminate against the identity of any individual.
* Your table should not block traffic into, out of, or through any building or outdoor walkway.
* Approved Table Requests will be automatically assigned 1 table and 2 chairs. Please let us know if you require additional seating, or if you are bringing your own equipment.
* If a Tabling group violates any of the policies and procedures, the organization will not be permitted to table for the remainder of the academic year.
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| **Agreement** |
| This Tabling Request is an agreement between you and the Office of Student Life at South Seattle College. By signing this request, you have read, understood, and agree to be bound by the rules and regulations set forth by the Office of Student Life, South Seattle College, and the Seattle Colleges District. The Office of Student Life reserves the right to alter this agreement at any time, and for any reason.  |
| **Requestor Signature**: | **Date**:Click or tap to enter a date. |
| **Sponsoring Department/ Organization**:Office of Student Life | **Date**: Click or tap to enter a date. |
| **Sponsoring Departmental Representative**:David Westley | **Date**:Click or tap to enter a date. |