

Lougheed Learning Commons

Est. 2018

Name:

Date:

Organization or Group:

Purpose for request:

(Bake Sale, Distribute information, Member recruitment, Etc.)

All bake sales must have prior approval from Casey Nelson, Director of Student Life Facilities

Date/Dates requested (M/D/YY) :

To

Timeframe requested: Start time

End Time

Number of tables requested:

Number of chairs requested:

Will you need a sign holder: Yes No

Signature:

**Email this completed form to James Hubbard, Asst. Director Lougheed Learning Commons:
hubbarjl@potsgdam.edu**

***A response will be sent in a timely manner along with a completed copy of this form
for your records. Please read the guidelines below prior to your approved time.***

Approved:

Explanation if not approved:

Guidelines

1. Any requests for a change in tabling must be communicated prior to the reserved date and time
2. Cancellations must be communicated as soon as possible
 - Failure to show for the assigned date and time can result in cancellation of agreed upon reservation in its entirety
3. Displays or signs must be removed promptly at the previously agreed upon date and time
4. Groups or individuals tabling in the LLC are required to clean up all trash on or around their table before leaving
5. Noise levels must be kept to a minimum to prevent disruption of other users of the Lougheed Learning Commons