



# UM Housing Lobby Table Request

101 Turner Hall | 406.243.2611 | housing@mso.umt.edu

UM Housing has designated locations UM departments and organizations may table in the residence halls.

## Lobby Tabling Policy:

All groups tabling in residence hall lobbies must meet the following requirements:

- Groups may not table in the Residence Halls without prior approval from UM Housing.
- Groups may only table in the Aber Hall lobby, Craig Hall lobby, Jesse Hall lobby, and Miller Hall lobby near the Area Desks. Groups may not table in Duniway Hall, Elrod Hall, Knowles Hall, Pantzer Hall, or Turner Hall.
- Groups will be provided one (1) table and two (2) chairs.
- Only UM sponsored groups and departments may table in the residence halls. Organization not formally associated with the university are not allowed to table in the residence halls.
- Groups must allow students to approach the table, and may not approach students in the lobby area.
- Groups may not use table of any kind that will damage the table (duct tape, etc.)
- Groups may not move the table from the location it has been placed by custodial staff.
- Groups may have a maximum of two (2) people at the table at a time.
- Groups may not have sales of any kind at the table.
- Groups tabling must engage in conversation with any person who approaches the table.
- Groups tabling may not play loud music from the table or use inappropriate language at the table that is disruptive to others, or to the Area Desk operations.
- Groups must have a signed copy of this form with them at the table as proof of permission to be in the residence hall.
- There may only be one (1) approved group in a lobby at a time.
- If a group violates any of these requirements, they will not be permitted in the residence halls for the remainder of the academic year.
- The Director of UM Housing has the right to approve or deny any tabling requests for not meeting the above requirements.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

ASUM Sponsor Group/ UM Dept: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_

Residence Hall Requested: \_\_\_\_\_

Reason for Tabling: \_\_\_\_\_

## Tabling Approval Information:

Location: \_\_\_\_\_

Date/ Time: \_\_\_\_\_

Additional Notes: \_\_\_\_\_