



WHITMAN COLLEGE

Penrose Library

Tabling Proposal Form

Name _____ E-Mail _____

Proposed date & time _____

Location: _____ outside porch _____ inside foyer

Purpose and Description (include size, materials, group affiliation) _____

Is this for a class? _____yes _____no If yes, professor's name _____

NOTE: We have a card table and two chairs available for checkout at the Circulation Desk.

Policy and Guidelines:

- All supplies will be removed, and borrowed table/chairs will be returned to the Circulation Desk daily after each reserved session.
- Extension cords will not cross walk areas and will be taped to the carpet.
- All parts of the tabling will be secure from moving out of place or accidentally falling.
- Lighting in the area will not be altered.
- The tabling and its contents will not be disruptive to Library patrons.
- No part of the building will be marred. This includes tape residue and nail holes.
- Nothing will be posted to the outer or interior walls (bulletin boards are exempt) or hung from the ceiling without the consent of the College Librarian.
- Whitman College is not responsible for any damage, vandalism, or theft that may occur to the materials while tabling at Penrose Library.
- Tabling at the Library should not include food or drink. We must limit food and drink in the library because we are experiencing food related mess and damage. Insects and vermin put our collections at risk, and we don't have adequate custodial support to clean up food problems left behind.

I have read, and agree to comply with, Penrose Library's Tabling policy and guidelines.

Signature

Date

Please hand this completed form to the Library's Administrative Assistant in room 213.