

## **Tabling Proposal Form**

Proposed date & time	Name			E-Mail	
Purpose and Description (include size, materials, group affiliation)  Is this for a class?yesno If yes, professor's name	Proposed date	& time			
Is this for a class?	Location: _	outside porch	inside f	<sup>:</sup> oyer	
<ul> <li>NOTE: We have a card table and two chairs available for checkout at the Circulation Desk.</li> <li>Policy and Guidelines: <ul> <li>All supplies will be removed, and borrowed table/chairs will be returned to the Circulation Desk daily after each reserved session.</li> <li>Extension cords will not cross walk areas and will be taped to the carpet.</li> <li>All parts of the tabling will be secure from moving out of place or accidently falling.</li> <li>Lighting in the area will not be altered.</li> <li>The tabling and its contents will not be disruptive to Library patrons.</li> <li>No part of the building will be marred. This includes tape residue and nail holes.</li> <li>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.</li> <li>Whitman College is not responsible for any damage, vandalism, or theft that may occur</li> </ul> </li> </ul>	Purpose and Do	escription (include size,	materials, group af	filiation)	
<ul> <li>Policy and Guidelines:</li> <li>All supplies will be removed, and borrowed table/chairs will be returned to the Circulation Desk daily after each reserved session.</li> <li>Extension cords will not cross walk areas and will be taped to the carpet.</li> <li>All parts of the tabling will be secure from moving out of place or accidently falling.</li> <li>Lighting in the area will not be altered.</li> <li>The tabling and its contents will not be disruptive to Library patrons.</li> <li>No part of the building will be marred. This includes tape residue and nail holes.</li> <li>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.</li> <li>Whitman College is not responsible for any damage, vandalism, or theft that may occur</li> </ul>	Is this for a clas	ss?yes	no <b>If yes</b> ,	, professor's name _	
<ul> <li>All supplies will be removed, and borrowed table/chairs will be returned to the Circulation Desk daily after each reserved session.</li> <li>Extension cords will not cross walk areas and will be taped to the carpet.</li> <li>All parts of the tabling will be secure from moving out of place or accidently falling.</li> <li>Lighting in the area will not be altered.</li> <li>The tabling and its contents will not be disruptive to Library patrons.</li> <li>No part of the building will be marred. This includes tape residue and nail holes.</li> <li>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.</li> <li>Whitman College is not responsible for any damage, vandalism, or theft that may occur</li> </ul>	NOTE: We ha	ave a card table and tv	vo chairs availat	ble for checkout at the	Circulation Desk.
<ul> <li>to the materials while tabling at Penrose Library.</li> <li>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 clear up food problems left behind.</li> <li>I have read, and agree to comply with, Penrose Library's Tabling policy and guidelines.</li> </ul>	<ul> <li>All suppling Desk dail</li> <li>Extension</li> <li>All parts</li> <li>Lighting in the library vermin property</li> </ul>	es will be removed, ar ly after each reserved in cords will not cross wo of the tabling will be so in the area will not be an and its contents will be movill be posted to the outceiling without the conceiling at the Library should not be a problems where the conceiling without the conceiling at the Library should not be a problems where the conceiling without the conceiling at the Library should not be a problems where the conceiling without the conceiling will be more than the conceiling without the conce	session.  Walk areas and wecure from moving altered.  If not be disruptive the collection of the Colle	will be taped to the cang out of place or accorded to Library patrons. Undes tape residue and alls (bulletin boards a lege Librarian.  In mage, vandalism, or the year of the control of t	rpet. sidently falling. d nail holes. re exempt) or hung heft that may occur food and drink in age. Insects and dial support to clean

**Date** 

Signature