

TABLE/KIOSK RESERVATION APPLICATION

(Non-Commercial)

Johnson Center & Student Union Operations

Johnson Center – Room 324 MSN 5A3 – Phone 993-2921 – Fax 993-2919

1. Name of Organization/Company (if applicable) _____
2. Contact Name _____ Phone _____ Fax _____
3. Organization/Contact's Address _____ Email _____
4. Date & Time Requested (/ /) _____:_____ to _____:_____ (/ /) _____:_____ to _____:_____ (/ /) _____:_____ to _____:_____ (/ /) _____:_____ to _____:_____ (/ /) _____:_____ to _____:_____
5. Reservation for: JC Atrium Kiosk SUB I Patriots Lounge SUB II Mid Level SUB I Quad Sidewalk
6. Please describe the items that will be distributed from the kiosk/table _____

7. Attach a copy of proof of registration with the IRS under 501.C3-8, local registrar or other documentation verifying the organization as a Special Interest Group or affiliated with an official fund raising activity if money will be exchanged at reserved space. If your reservation does not involve the exchange of money, attach a copy of proof of registration with the IRS under 501.C3-8, local registrar or other documentation that verifies the entity or activity as not-for-profit. **Your reservation will not be processed without proper documentation.**

RATES

Type D: \$40 for Special Interest Groups, Political Organizations, Candidates and Not-for-Profit Entities

TERMS AND CONDITIONS

1. Non-Commercial Organizations may schedule one table/kiosk in the Johnson Center up to **EIGHT HOURS**, four consecutive working days, 20 dates per semester and may reserve six months in advance. Individuals may schedule one table/kiosk up to **TWO HOURS**, two consecutive working days, three dates per semester and may reserve two months in advance in all locations
2. I, the undersigned, agree to indemnify, defend and hold harmless George Mason University from any liability, damage, expense, cause of action, suits, claims, judgments, and costs of defense arising from injury to persons or personal property which arise out of any act, failure to act, or negligence of the organization, its agents, or employees. All personal property of the organization, its employee agents, licensees, servants, clients, members, guests, or trespassers, shall be at the sole risk of said parties; George Mason University shall not be liable to any such person or party for any damage or loss to personal property thereof.
3. I, the undersigned, will maintain a bond or insurance coverage sufficient to ensure repair or replacement for all George Mason University property, and the property of its employees, that may be lost or damaged as a result of the event.
4. I, the undersigned, will indemnify, defend and save harmless George Mason University from any liability, damage, expense, cause of action, suits, claims, judgments and costs of defense arising from any bills, charges, credits and other expenses incurred by or placed against me or the company/business for which I am an agent.
5. I, the undersigned, agree to prominently display on my reserved table the following notice: **THE ORGANIZATION/INDIVIDUAL OPERATES AS AN INDEPENDENT ENTITY AND IS NOT AFFILIATED WITH GEORGE MASON UNIVERSITY. GEORGE MASON UNIVERSITY DOES NOT ENDORSE OR RECOMMEND THE ORGANIZATION/INDIVIDUAL'S ACTIVITY.**
6. I, the undersigned, agree to coordinate parking arrangements by parking in one of the designated parking decks or purchasing a pass from Parking Services located next to Sandy Creek Parking Deck. You may purchase a week long Parking Pass from Parking Services. If you park in the Mason Pond Parking Deck, go directly to the deck and a ticket will be issued to you from the machine at the entrance to the deck. You must abide by the parking rules and regulations of George Mason University. If you have additional questions call Parking Services at (703) 993-2710.
7. I, the undersigned, agree to adhere to regulations regarding my assigned space. All activity should take place behind the designated kiosk, and no additional tables may be set up or moved behind the kiosk. Helium balloons are prohibited in the Johnson Center and nothing may be hung from the ceilings. No tape, thumbtacks or other adhesive materials are allowed on columns or painted surfaces. High volume electronic equipment is prohibited in all Student Union buildings. Organizations and Individuals are prohibited to advertise outside their designated assignment unless otherwise authorized. A representative of the organization or Individual must be present at the reserved space at all times.
8. I, the undersigned, agree to make payment in **Cash, Credit Card or Check** for all scheduled vending dates two weeks prior to the authorized reservation date. Vending dates scheduled within two weeks of actual vending dates (two weeks of first requested vending date on application) must be paid immediately and prior to setting up vending station. **NO REFUNDS.**

I have read and understand the Terms and Conditions written above. I have also been given the opportunity to read the Vending Sales & Solicitation Procedures for the Johnson Center and Student Unions related to University Policy 1110. I understand the procedures and policy apply to all Mason Faculty, Staff, Students and members of the general public.

Signature _____ Date _____

FOR OFFICE USE ONLY

- Request Approved w/ Dates Requested** (See attached reservation report) **Request Approved w/ New Dates** (See attached reservation report)
- Request Denied** _____.

EVENT # _____
Approved/Denied By:
 _____ (Staff Initials)