

**Participation in Student Life Events Agreement**

Table Agreement – Registered Student Organizations and KSU Departments

This agreement entered into this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) by and between the Office of Student Life \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (organization name) entitles the organization or department to sponsor a table at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (event name) as per the following conditions:

1. The Office of Student Life will provide a suitable location and space for the organization’s or department’s table and activity. Table locations will be assigned according to need, e.g., size, electrical needs, etc. Tables will be assigned based on first right of refusal responses and/ or in order the contracts are received. The organization or department is responsible for checking their group in with the Office of Student Life.
2. Upon closing of the Student Life event, the organization or department is responsible for clean up of their assigned area. Once clean up is completed, the organization or department will notify the Office of Student Life to check their area, and then return their table and chairs to the specified location.
3. The organization or department agrees to staff their table during all hours of operation with no less than two people stationed at each table during those hours.
4. A sign indicating the organization or department may be reasonably displayed at the table.
5. Once tables are assigned, switching will not be permitted. Change of table location will be made through and at the discretion of the Office of Student Life only.
6. The organization or department assumes responsibility for liability for injury or damage done to property, patrons, or other individuals due to the maintenance, construction or removal of electrical power or equipment, or any other aspect relevant to the operation of the table/activity.
7. Organizations and departments will follow Kent State University at Stark’s policies of passing out, distributing, or displaying individual chapter or recruitment flyers, pamphlets, or information.
8. The Office of Student Life reserves the right to add to or modify these rules in case of an emergency. Any changes will go into effect as soon as the organization or department is notified.
9. The organization or department will adjust accordingly depending on the weather.
10. Any vendors, external to Kent State University at Stark are subject to all applicable policies and procedures.
11. If applicable, the organization or department agrees to obtain and complete a Sales and Solicitation form and turn it in to the Office of Student Life by **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (deadline will be provided by the Office of Student Life as needed per event).**

The person signing this agreement on behalf of the organization or department represents all personnel that are members of, or associated with, the organization or department and are bound to the obligation and conditions of this agreement.

This agreement must be signed by the appropriate parties and returned to the Office of Student Life by **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (deadline will be provided by the Office of Student Life as needed per event).**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The following form on the next page must also be completed and turned in with this contract.**



Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| Organization Name: |
| Contact Name: |
| Mailing Address: |
| E-mail Address: |
| Phone Number: |
| Alt. Phone Number: |

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| Our activity will be:  *(Describe in FULL detail: list all prizes or free items you’ll give away, if you’ll hand out flyers, if*  *electricity is requested, etc.)* |

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| --- |
| Secondary Contact Name: |
| Secondary Contact Phone Number: |