



KU Student Affairs (Strong Hall Rm 133) has three (3) six foot tables available for Registered Student Organizations approved to “table” on Wescoe.

Please read the following guidelines:

- Tables are checked out to enrolled student members of the Student Organization on a **first come first served** basis
- Tables cannot be reserved in advance
- Each Student Organization can check-out “one” table per day
- Tables can only be used on Wescoe Beach
- Tables are available between 9:00 am and 4:30 pm (No exceptions)

Check-out procedures:

1. Enrolled student comes to Student Affairs (Strong Hall Rm 133) with KU ID or Driver’s License after 9:00 am
2. Enrolled student obtains key to storage area in the Budig Hall arch area (directions will be provided)
3. Student will leave their ID with Student Affairs until the table is returned
 - Student ID’s can be traded once during the day if the person checking the table out is different than the student returning it at the end of the day.
4. Student retrieves table from storage area and positions on Wescoe.
5. Student returns key to Student Affairs immediately.
6. When organization is done tabling, the student whose ID is on hold, comes to Student Affairs to retrieve the key to the storage room
7. Student returns the table to the storage room and locks the door
8. Student returns the key to Student Affairs and retrieves ID left on file before 4:30 pm.

Name of Student Organization

Date

Print and Sign (Name of student checking table out)

ID Received (yes / no)