

Booths, Checkout Tables, and Equipment Check-out

Booths, or informational tables, are available in the corridors around the University Center Plaza food court and may be reserved by groups through regular standardized channels. Food may not be gifted or sold from Booth spaces inside the University Center. Additionally, there are checkout tables available at the Campus Information Center in the University Center and Information Desk at Commons. These are to be used outdoors, or in other buildings. Other equipment may be checked out as well, excluding technical equipment. Reservations should be made through regular standardized channels, and requests should be received no less than 24 hours in advance. Transportation is the responsibility of the organization checking out the equipment. If equipment comes back late, damaged, or not at all, then appropriate replacement, repair, or retrieval fees will be assessed.