Student Organization Kilcawley TABLE Request

Date(s) we wish: ________________________________

Start time: ____________________ End time: ____________________

Number of tables requested: ________ Number of chairs: ________

Room / Space Choice (Mark the box below that fit your group’s needs):

☐ We would like a lower level table (1st Floor)

  Preference: ________________________________

☐ We would like an upper level table (2nd Floor)

  Preference: ________________________________

☐ We will take a table anywhere available

Name of Student Organization: ________________________________

Person Requesting Table
Name: __________________
Phone: __________________
Email: __________________

Return this form to Kilcawley Staff Office to Student Room Reservation Desk.

1. If available, we will return the reservation to the student organization mail box in 3 school days.
2. We will not make reservations while you wait.
3. A bake sale of any kind is NOT permitted in Kilcawley Center.
4. Special requests must be submitted in writing and must be approved by the Director of Kilcawley Center
Tables can also be reserved online at www.kc.ysu.edu and click on Reserve a Room.