

Table Tent Access in University Dining Services Residential Restaurants

March 2009

A maximum of four table tents will be placed on the tables any given week.

- One table tent “space” will be used by University Dining Services
- One table tent “space” will be used by Twin Cities Student Unions.
- The third and fourth spaces will be available for Housing & Residential Life, HRL student organizations and university departments and registered student organizations.

Table tents delivered to the dining manager by the end of the day on Monday will be placed on tables Tuesday morning. These will stay on the tables through the week and will be replaced on the following Tuesday morning.

All Table Tent Access requests must be submitted to Elsie Storm in the Housing and Residential Life offices. Elsie is the primary contact for reserving the third and fourth spaces and will keep a reservation calendar for this purpose. She will also review the content of the table tents and alert her supervisor to any concerns. Elsie may be contacted at 612-624-5981.

Housing & Residential Life sponsored student organizations will need to follow the same calendar reservation process. These student groups include: Each buildings’ hall/community council, RHA, the GLBTA Network, Bridges, and NRHH. The third AND fourth spaces may be reserved by HRL student organizations.

A maximum of ONE registered student organization OR university department may reserve EITHER the third or fourth space. BOTH the third and fourth spaces will never be reserved by one of these groups.

The estimate quantities needed in each dining center are:

Bailey	50
Centennial	75
Comstock	50
Middlebrook	75
Pioneer	50
Sanford	50

Housing & Residential Life reserves the right to modify this access and process.