

Massachusetts Institute of Technology  
**Campus Activities Complex**

**Lobby 10 Booth, Student Center Table, or Stata Center Table Application Form**

W20-500 • Tel: 253-3913 • Fax: 253-8585

This form may be used to reserve Lobby 10 booth space, a table on the first floor of the Student Center, or a Stata Center table. Your reservation is not confirmed until you receive written confirmation from CAC.

Organization/Department: \_\_\_\_\_

Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Residence/Office Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Cost Center (Departments Only): \_\_\_\_\_

Is the above organization recognized? YES  NO

Through which group is it recognized? DEPT  ASA

Dates Requested: From: \_\_\_\_\_ Through: \_\_\_\_\_

From: \_\_\_\_\_ Through: \_\_\_\_\_

What is the purpose of your booth/table? \_\_\_\_\_

*Each group is allowed a maximum of fourteen days of booth/table space per term.  
Only one booth/table will be permitted per location per day.*

Location: Lobby 10 Booth: \_\_\_\_\_

Student Center Table: \_\_\_\_\_

Preferred Position: 8 9 10 11 12

Stata Center Table: \_\_\_\_\_

Are you requesting a food booth? Yes  No

What kind of food are you selling? \_\_\_\_\_

(FYI - No products containing dairy/cheese/creams, eggs, custards, meat, seafood, chicken or any other food items that require refrigeration or heating are permitted to be sold.) **Each group is permitted to have a total of four food sales per term.**

Are you going to bring your own equipment? \_\_\_\_\_ If so, describe in detail: \_\_\_\_\_

**FOR OFFICE USE ONLY**

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

DATES APPROVED: \_\_\_\_\_ POSITION: \_\_\_\_\_

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