



ESUA Foldable Plastic Table Check In and Check Out Form

H Manning Efferson Student Union and Activities | Internal Equipment Control

Purpose: Use this form each time one or more ESUA foldable plastic tables are issued. Complete both the check-out and check-in sections, even when no damage is observed.

Reservation and Borrower Information

Organization or Client		Customer Type	☐ Student RSO ☐ Department ☐ External
Primary Contact		Phone and Email	
Event Name		Event Date	
Approved Location		Reservation Number	

Table Assignment and Condition Record

Approved unit rate: ☐ \$5 Student RSO ☐ \$5 University Department ☐ \$5 External Client Quantity issued: _____

Estimated charge: \$ _____

Table ID	Issued	Condition at Check Out	Returned	Condition at Check In	Damage or Notes
ESUA FT 01	☐	☐ Good ☐ Fair ☐ Damaged	☐	☐ Good ☐ Fair ☐ Damaged	
ESUA FT 02	☐	☐ Good ☐ Fair ☐ Damaged	☐	☐ Good ☐ Fair ☐ Damaged	
ESUA FT 03	☐	☐ Good ☐ Fair ☐ Damaged	☐	☐ Good ☐ Fair ☐ Damaged	
ESUA FT 04	☐	☐ Good ☐ Fair ☐ Damaged	☐	☐ Good ☐ Fair ☐ Damaged	
ESUA FT 05	☐	☐ Good ☐ Fair ☐ Damaged	☐	☐ Good ☐ Fair ☐ Damaged	

Check Out

Date and Time Out		Issued By	
Borrower Signature		ESUA Staff Signature	

Check In

Date and Time In		Received By	
Additional Charges	☐ None ☐ Overage ☐ Cleaning ☐ Damage or Loss	Amount	\$ _____
Borrower Signature		ESUA Staff Signature	

Borrower Acknowledgment

By signing, the borrower accepts responsibility for the tables from check out through check in; agrees to use them only for the approved event and location; will not remove them from ESUA-controlled property without written authorization; and understands that repair, cleaning, replacement, or overtime charges may be assessed when applicable.

Sign here: _____

Date: _____

Outdoor Tabling Policy

Five Business Day Submission: Requests to table outside of the H. Manning Efferson Student Union, including the area near the Commons, must be submitted to the ESUA office at least five (5) business days before the event date. Requests received after this deadline may not be approved, and tables will not be issued without an approved reservation.

Tabling Days: ESUA will honor tabling reservations Monday through Thursday only. No tabling will be approved or scheduled on Fridays.

Payment: ESUA accepts credit and debit card transactions only. Cash and checks will not be accepted.

Quad Area Exclusion: ESUA does not oversee, approve, or schedule event or tabling requests for the Quad. Organizations seeking to table on the Quad must obtain approval through the university office responsible for that space. Approval of this form does not authorize use of the Quad.

☐ Request received at least 5 business days before event (Mon to Thu only) Date Received: _____ Staff Initials: _____