1. STATEMENT OF POLICY:

This policy outlines the definitions, responsibilities, procedures, and guidelines for reserving tabling in one of four pre-approved campus locations.

2. SCOPE

This policy applies to all university faculty, staff, and student organizations wishing to plan events on campus.

3. DEFINITIONS

Student organizations and university departments may reserve campus tabling in pre-approved campus locations to promote their organization, advertise organizational or departmental events, and fundraise.

4. GUIDELINES

4.1. Locations

Hearrean Plaza (outside of The Lair)
- 9 total tables available at this location
- No time limitations

Lawton Palm Walk
- 9 total tables available at this location
- No time limitations

University Hall 4th Floor Entrance
- 2 total tables available at this location
- No time limitations

University Hall West Atrium
- 4 total tables available at this location
- Available Monday-Thursday 11a-2p

4.2. University departments or student organizations are allowed a maximum of 1 table and 4 chairs per day.

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4.3. University equipment is required. Departments or organizations are not permitted to provide their own tables or chairs to these venues.

4.4. Fliers and/or handouts associated with the reservation of a table can only be handed out near the table. Leaving flyers/handouts/posters unattended at the table is not permitted.

4.5. No badgering, yelling or use of noisemakers or amplified sound systems.

4.6. Conference and Event Services and Student Leadership and Development The university reserves the right to cancel any on-going tabling reservation if a department or group fails to comply with campus policies.

4.7. Requests for tabling in spaces outside of these pre-approved locations will be considered on a case-by-case basis.

4.8. Departments and groups are responsible for any damages to tables, trash removal and general clean up at and around tables after use.