I. Statement of Policy

This policy outlines the definitions, responsibilities, procedures, and guidelines for reserving tabling in one of four (4) pre-approved campus locations.

II. Scope

This policy applies to all University faculty, staff, and registered student organizations wishing to plan events on campus. This policy does not apply to external vendors who are on our campus.

III. Definitions

Registered 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.

IV. Guidelines

A. Locations:
   1. Hearrean Plaza
      a. A total of nine (9) tables are available at this location.
      b. There are no time limitations.
   2. Lawton Palm Walk
      a. A total of nine (9) tables are available at this location.
      b. There are no time limitations.
   3. University Hall Fourth (4th) Floor Entrance
      a. A total of two (2) tables are available at this location.
      b. There are no time limitations.
   4. University Hall West Atrium
      a. A total of four (4) tables are available at this location.
b. This location is available for booking Monday through Thursday, from 11:00 to 14:00.

B. All requests must be submitted through the Office of Conference & Event Services for faculty, staff, and external events.
   1. Requests for student events must be submitted through Student Leadership and Development.
   2. Requests for tabling in spaces outside of these pre-approved locations will be considered on a case-by-case basis.

V. Limitations

A. University departments, registered student organizations, and external organizations are allowed a maximum of one (1) table and four (4) chairs per day.
   1. University equipment is required. Departments or organizations are not permitted to provide their own tables or chairs to these events.

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

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

D. The University reserves the right to cancel any on-going tabling reservation if a department or group fails to comply with campus policies.

E. Departments and groups are responsible for any damage to University equipment, trash removal, and general clean-up at and around tables after use.