



Tabling Policy

Student organizations and departments are permitted to table in approved/reserved locations for their programs/classes/events/cause/charities/non-profit organizations, etc.

Tabling guidelines

- Student organizations/departments can place a reservation for a table through 25Live/Campus Reservations.
 - Tables are located in the Damen Student Center, 1st floor atrium; the Schreiber Center, 1st floor lobby; the Terry Student Center/Baumhart, 1st floor lobby; and HSC atrium.
- The maximum time allowed for a tabling reservation is four hours, with no more than one session per day.
- Table must always be staffed during the reservation timeframe with no more than two student/staff/faculty members.
- Reservations cannot be made on behalf of/for an external partnership/organization/company, profit/non-profit organization, charitable organization, employment/recruitment company, or for any external organizations/individuals selling products, etc.
- Solicitation of any kind is not permitted. Information can be shared at the table; however, individuals cannot distribute information around or away from the table itself.
- Once the tabling time has ended, everything must be removed from the table. Items cannot be left behind.
- Double bookings of tables/locations/times are not permitted.
- Tabling area cannot cause danger, obstructions, or block walkways/aisles.
- When tabling, representatives cannot be disruptive to other tables, surrounding classrooms, offices, etc.
- Music, flashing lights, loud startling sounds, or anything that can trigger an individual are not permitted and cannot be used during the tabling session.

- Prohibited items include:
 - Items which are hazardous, contain chemicals, or are dangerous to handle.
 - Unsanitary, rusty, or wet items.
 - Any item which can cause physical harm or danger.
- Table can be branded with removable items (e.g., signs) to assist with the marketing of programs/classes/events/cause/charities/non-profit organizations, etc. to help generate awareness.
- Animals cannot be present, and they cannot participate in the tabling process.

Health & Safety Reminder

Safety, health, and wellness are important to remember. Please keep in mind some items are illegal to display during the tabling session.

Please check-in at the front desk prior to setting up the table. For everyone's safety, table cannot be left unattended.