

GUIDELINES FOR TABLING at CLINTON HALL

1. Procedure for securing table space:

Only student organizations, faculty and administrative offices can apply for table space directly to the College Auxiliary Services (CAS) office in Clinton Dining Hall, which will approve or deny the request. Group will be notified by email of outcome.

2. General Restrictions:

- a. A request for a table reservation is limited to a maximum of 1 day per week and 5 days per semester.
- b. One table reservation request for each day desired and must be submitted 7 days prior to tabling date.
- c. Tabling is permitted from 11:30 a.m. – 1:00 p.m. Monday-Friday ONLY.
- d. Table location is limited to the designated area at stairwell landing as determined by CAS. Each request is taken on a case-by-case basis. If you have any questions, please direct them to CAS, Clinton Hall for clarification.
- e. Tabling efforts must not interfere with the general flow of traffic in dining hall nor can they block access to the stairwell or elevator.
- f. If banner or display is to be included, they must be approved to insure appropriate installation. Designated area may not be able to accommodate banner.
- g. Tabling efforts involving distribution of anything "free", must be discussed at the time the reservation is made
- h. As a general restriction, common courtesy to those on campus must be observed. Inappropriate conduct will not be tolerated.
- i. Music and/or TV/VCR/DVD is NOT permitted.
- j. A table reservation may be withdrawn if any of the above restrictions are violated and a resolution cannot be achieved.

3. Use of space that will be encouraged and approved:

- a. That which furthers the collegiate atmosphere
- b. That which offers a community service
- c. That which furthers the cultural and academic development of students

4. Use of space that will be discouraged and disapproved:

- a. The sale or distribution of alcoholic beverages.
- b. The sale of food, both homemade and store purchased.
- c. Solicitation or fundraisers unless specifically approved by CAS.
- d. The direct sale of goods or sale of goods where individuals or groups act as agents for commercial enterprise which does not meet any category defined in #3 above.
- e. Tabling where food is prepared.

Date Requested: _____ **Contact:** _____

Email address of contact: _____

Name of Group: _____

Description of Tabling Event: _____

Signature of contact agreeing to terms above: _____ **Phone #:** _____

CAS OFFICE:

Received on: _____

Date Reviewed: _____

Approved: Y N