Table Rentals for Student Organizations and University Departments or Organizations

Summary/Purpose: This policy is for reserving table space in the Student Union for student organizations and University departments or organizations.

1. Reservations are made through the Department of Campus Programming, where the reservation agreement must be completed.
2. Rental is open to all registered student organizations and campus departments. There is no charge for this rental.
3. Space for student organizations or campus departments is available in the Student Union Lobby, on the covered Porch, and on the covered Mall on the southeast corner of the Union.
4. There can be no sales, solicitations or marketing that will conflict with the exclusive sales agreement that the University has with contracted businesses and/or corporations.
5. Individuals may collect goods and non-perishable items for charitable organizations, military personnel, etc. Student organizations and campus departments may collect money and/or goods/items for charitable organizations, military personnel, etc.
6. At the discretion of the Department of Campus Programming, student organizations and campus departments may forfeit their right to reserve space if they fail to appear on the date(s) reserved.
7. Interpretation of the regulations and their adjustment to special circumstances shall be the prerogative of the Department of Campus Programming.
8. Failure to abide by these guidelines will result in loss of privileges.

**FOOTBALL WEEKENDS:** Student organizations may seek permission to set-up tables for fundraisers on home football weekends. All requests must go through the Dean of Students Office. No groups will be allowed to utilize space outside of the Student Union. Table space and reservations will be limited to student organizations who have received permission from the Dean of Students Office.