

# STUDENT TABLING PROCEDURE

Revised April 2017

- I. **Procedure Statement:** Because Towson University represents a population of more than 25,000 students, faculty and staff, many opportunities exist for promotion of services and goods, presentation of ideas, as well as sale of merchandise to a diverse and captive audience. This policy is intended to serve in the best interest of the University by providing guidance concerning tabling on the Towson University Campus.
  
- II. **Reason for Procedure:** The purpose of this document is to provide guidance concerning placement and use of resource tables, to ensure uniform access and to ensure that the limited space available is utilized in the best interest of Towson University while avoiding damage to local businesses in the Towson area.
  
- III. **Definitions:**
  - A. **Tabling-** Student organizations may reserve tables to distribute information, promote events, recruit, fundraise, and sell merchandise. Only a Student Organization or a University department may use a table to circulate petitions or collect signatures on petitions. Student organizations and University departments may not reserve a table on behalf of an individual, group, business or organization not affiliated with the University- even if it is part of a fundraising effort by the student organization or department. Tabling reservations may be made at the Information Desks of the University Union and West Village Commons. The University reserves the right to close a tabling activity down if it is determined to be in violation of a University Policy (e.g. disruptive to normal university operations).
  
  - B. **Vendor-** An individual or group, business or organization whose purpose is to distribute information on apartments or other living arrangements for students, promote events, recruit for employment, raise funds for charitable purposes, sell merchandise or perform registration for activities and events.
  
  - C. **Off-Campus Vendor-** A Vendor not connected to or affiliated with Towson University.
  
  - D. **Student Organization-** A student organization which is registered with “Involved @ TU”.

- E. **Academic or Administrative Department-** A budgeted Towson University academic or administrative department.

#### **IV. Procedures**

A. Guidelines for Tabling:

1. In the event of any discrepancy between the Tabling Procedures and any official University policy (e.g., the Policy on Time, Place and Manner), the university policy shall control.
2. Individual members of the University community that desire to sell or promote products or services for individual gain will be considered as an Off-Campus Vendor.
3. Tables on the first level and one table on the second level outside of the Susquehanna Room 1 may be used for the sale of candy, fresh fruit, popcorn, baked goods and commercially packaged snacks by student organizations only. Lemonade and Hot Cocoa may be sold under the Lecture Hall and Union second Susquehanna patio. Prepared foods other than those defined above may not be served or sold.
4. Student organizations using the table to collect money must deposit funds to the Auxiliary Services Business Office within twenty-four hours of the closing of the tabling event.
5. Student Organizations and university departments may not reserve a table on behalf of an Off-Campus Vendor even if the Off-Campus Vendor is part of a fundraising effort by the organization or department.
6. Solicitation related to credit card services is strictly prohibited on the Towson University campus.
7. Solicitation, promotion or advertising of any alcohol or tobacco product and/or promoting the same at an event are strictly prohibited on the Towson University campus.
8. No solicitations shall interfere or conflict with the mission or policies of Towson University or the University System of Maryland.
9. Table requests are reserved on a “first-come, first-serve” basis. However, the University reserves the right, in its sole discretion, to reject any table request if the request, or the requesting group’s prior tabling activities, do not or have not complied with these procedures.

10. All solicitation including displays or signage must be confined to appropriate table and/or a 6 foot x 6 foot area including the table. Solicitation must occur from behind the table. Small tents (up to 10' x 11. may be permitted at table locations permitted pursuant to sections IV.B.3.b.c.d.

12. Door to door solicitation on campus is prohibited.

13. Advertisements, posters, or information pertaining to the tabling program must be attached (with masking or painters tape only) to the organization's table. Materials cannot be placed on walls, doors, glass surfaces or other building surfaces/fixtures. All materials must be removed at the end of tabling period by the organization and the area must be returned to pre-use condition.

15. Tabling in the West Village Commons is limited to Student Organizations and University departments, except with the prior written approval of the University's AVP of Campus Life or Director of Event and Conference Services. The sale of any product or service is not permitted in the West Village Commons.

**16. Playing music is prohibited when tabling inside the Union.**

17. Violations of tabling procedures may result in the loss of tabling privileges.

B. Procedures regarding location and tabling use:

1. University Union: There is a limited number of resource tables located in the lobbies of the University Union. *Scheduling of tables in the Union is through the University Union Information Desk located on the second floor.*

a. First Floor Lobby:

These tables are reserved for student organizations for the purpose of selling approved items as a fundraising activity.

b. Second Floor Lobby:

These tables are to be used primarily by Towson University student organizations and departments to offer information directed to Towson University students. Student organizations may also sell items of fundraising variety at one of the three tables in the lobby area directly outside of the Susquehanna Room 1. One table for the purpose of selling is permitted each day.

c. Third Floor Lobby:

Tables permitted on the third floor lobby must be related to an event occurring on the University Union third floor.

2. West Village Commons: There are two table locations in the West Village Commons, which are both located in the 1<sup>st</sup> floor lobby. *Scheduling of tables in the West Village Commons is through the Commons Information Desk located on the first floor.*

3. Outside Permitted Table Locations:

a. Under Lecture Hall & the Speakers Circle:

These tables are to be used as information tables and are for exclusive use by Towson University student organizations and academic/administrative departments.

Student organizations may sell items of fundraising variety under the Lecture Hall and in the Speakers Circle.

*Scheduling of these tables is through the Event & Conference Services-Facilities Reservation Office located in University Union room 119 and may be reserved by submitting a reservations request at:*

<https://25live.collegenet.com/towson/mobile.html>

b. The Beach:

Two tabling locations are available on the Beach. Two tables and a tent not to exceed 10' x 10' are available per tabling location.

*Scheduling of these tables is through the Event & Conference Services-Facilities Reservation Office located in University Union room 119 and may be reserved by submitting a reservations request at:*

<https://25live.collegenet.com/towson/mobile.html>

c. Glen Residence Complex Plaza:

Two (2) tables and a tent not to exceed 10' x 10' may be placed in front of Glen Marketplace and maybe used as information tables for exclusive use by Towson University student organizations and academic/administrative departments.

*Scheduling and use of these tables is through the Assistant Director for Housing and Resident Life.*

d. University Union Second Floor Patio:

Two (2) tables and a tent not to exceed 10' x 10' are available on the Second Floor Susquehanna Patio for use by Towson University student organizations and academic/administrative departments.

*Scheduling of these tables is through the Event & Conference Services Reservations Office located in UU119 and may be reserved by submitting a reservations request at: <https://25live.collegenet.com/towson/mobile.html>*

4. Administrative and Academic Buildings:

Tables may be placed in administrative and academic buildings for sharing of information relevant to tenants of the building.

*All requests and scheduling of these tables must be done through the Building Coordinator for the respective building. A list of Building coordinators may be found at:*

<https://www.towson.edu/facilities/services/coordinators/>

C. Table Reservations & Frequency of Use

1. A student organization may sign up to table twice per week, one of which may be to table for a bake or other approved sale.
2. Table reservations may be requested starting the 15<sup>th</sup> of the previous month. For example: requests may be made starting on September 15<sup>th</sup> for October tabling.
3. **Table reservations may be requested by logging in to the 25Live reservations system. Once the information is reviewed and approved by the Building Manager, a confirmation email will be sent out confirming the table request.**

<https://25live.collegenet.com/towson/>