

## UNIVERSITY TABLING PROCEDURE

Updated 8/13/21

- I. Procedure Statement:** The purpose of this document is to establish procedures for 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. Expression is governed by the University's Time, Place and Manner Policy (Policy #06-04.11).
- II. Definitions:**
- A. **Tabling-** Engaging with the campus community and bringing awareness about your organization while utilizing a table. The act of tabling may constitute distribution of information, promotion of events, recruitment, and fundraising for the organization.
- B. **Vendor-** An individual or group, business or organization with a business license, whose purpose may be to distribute the following information
- living arrangements for students
  - promotion of events for organizations
  - recruit for employment (with appropriate approval from the University Career Center)
  - fundraising and performing registration for events and charitable purposes
  - selling goods or services (with appropriate approval from the Office of Event and Conference Services)
- C. **Student Organization-** A student organization that is recognized by the Student Government Association or a University Office or Department.
- D. **Academic or Administrative Department-** A budgeted Towson University academic or administrative department.
- E. **Charitable Organization** – An organization designated by the Internal Revenue Services of the United States as a tax-exempt charitable organization (e.g., as a 501(c) (3) organization).
- F. **Charitable Purpose** – For the purpose of supporting a Charitable Organization.

**G. Towson University Launch Pad Entrepreneur-** Any student enrolled in the University Entrepreneur program who is incubating a university supported business.

**III. Entities Affected by this Procedure:** Towson University community students, student organizations, departments, faculty, and staff, charitable organizations and Vendors.

**IV. Guidelines for Tabling:**

1. Individual members of the University community who desire to sell or promote products or services for individual gain are Vendors for the purposes of these procedures. (e.g., TU Launch Pad Entrepreneur)

2. No activity shall interfere or conflict with the mission or policies of Towson University or the University System of Maryland. In the event of any discrepancy between these procedures and any official University policy (e.g., the Policy on Time, Place and Manner for expressive Activities), the policy shall supersede these procedures.

3. 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.

4. The location of reservable tables can be found online or at the Event and Conference Services front desk in the University Union.

5. Tabling in Freedom Square and Under the Lecture hall are subject to programming compatibility already reserved in Freedom Square. Large scale events scheduled in Freedom Square may cause a tabling event to be moved, rescheduled or cancelled.

6. Distribution of food and beverages while tabling must adhere to the policies of the Baltimore county Health Code and the State of Maryland (e.g., required food temperatures).

7. A food waiver must be obtained from the University contracted Dining Services contracted company to sell or distribute food under \$250.00 of prepared worth. The food waiver policy can be viewed at the following link:

<https://www.towson.edu/campus/planningevents/reservations/foodwaiver.html>

8. Student organizations collecting money during tabling must deposit funds collected to the Auxiliary Services Business Office within 24 hours of the closing of the tabling event.

9. Solicitation-

a. Solicitation related to credit card services is strictly prohibited on the Towson University campus.

b. Solicitation, promotion or advertising of any alcohol or tobacco product while tabling are strictly prohibited on the Towson University campus.

10. Tabling by a Vendor is not permitted during the first two weeks of the fall and spring semesters, except with the prior written permission of the Director, or designee, of Event and Conference Services. Any such tabling must be limited to distribution of information, goods and services related to students' university and on-campus residence halls experience.

11. Items offered for sale by Vendors must not conflict or compete with items sold by the University Store, Dining Services or any items offered through exclusive contracts with Towson University, unless approved by the Director or designee of Event and Conference Services.

12. Table requests are reserved on a "first-come, first-served" 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.

13. All activity, including displays or signage, must be confined to the reserved table and/or a 6 foot x 6 foot area including the reserved table. Any solicitation must occur from behind the table. Small tents (up to 10' x 10') may be rented from the University's Event & Conference Services. Any activity that occurs outside of the approved 6 foot x 6 foot area or approved tented area will be considered an event and will require an event contract.

14. Advertisements, posters, or information pertaining to the tabling activity can be attached (with masking or painters tape only) to the organization's reserved table. No materials can be placed on walls, doors, glass surfaces or other building surfaces/fixtures. All materials must be removed by the organization at the end of the approved tabling

period, and the area must be returned to its condition prior to the approved tabling.

15. Tabling in the West Village Commons is limited to Student Organizations and University departments, except with the prior written approval of the Director or designee of Event and Conference Services.

16. Vendors are responsible to maintain and operate their own equipment (including the usage of appropriate extension cords) in a safe manner.

17. Reserved tables may not be moved or relocated. The University places the tables to ensure compliance with fire regulations.

18. Vendors must sign a contract with the University in order to reserve a table, and will be charged an administrative fee for use of a table. The fee will be based on whether they are distributing information or selling merchandise or services. Fees can be obtained from an event manager assigned to the event.

19. Amplified sound, while tabling inside the University Union and West Village Commons, is only permitted with approval of the Director or designee of Event & Conference Services.

20. A representative of the organization who has reserved the table must be present at the table at all times whenever there is any product or material(s) located on or about the table. The representative who has reserved the table is responsible for removing all trash and materials with them upon their departure. Any housekeeping and trash removal costs will be the responsibility of the entity that has reserved the table.

21. Violations of any of these procedures may result in immediate loss of tabling privileges.

Approved Tabling Location are as follows.

1. University Union
  - a. First Floor Lobby: 2 Tables
  - b. Second Floor Lobby: 4 Tables
  - c. Third Floor Lobby: 2 Tables
2. West Village Commons:
  - a. First Floor Lobby: 1 Tables
  - b. Second Floor Lobby: 2 Tables

### 3. Outside Permitted Table Locations:

- a. Freedom Square
- b. Cook Beach
- c. Under the Lecture Hall
- d. University Union Second Floor Patio

4. Administrative and Academic Buildings: Locations are on approval of building coordinators. <https://www.towson.edu/facilities/services/coordinators/>

Note: Details of what organizations and purposes the tables in each area are designated for can be found at the front Desk of ECS in the university union or online at <https://www.towson.edu/campus/landmarks/union/infodesk.html>

### Table Reservations & Frequency of Use

#### STUDENT ORGANIZATIONS

1. A student organization may sign up to table twice per week, one of which may be to table for a bake sale or other approved sale.
2. Table requests are reserved on a “first-come, first-served” basis.
3. Sign up for table reservations may be requested starting the 15<sup>th</sup> of the previous month. For example: requests for October tabling may be made starting on September 15<sup>th</sup>.
4. All Outdoor, WVC and UU reservations can be reserved by submitting a reservations request at: <https://www.towson.edu/campus/planningevents/reservations/> or by signing up at the ECS desk in the University Union.
5. Reservations for Tabling in Academic and Administrative Buildings can be reserved at <https://www.towson.edu/facilities/services/coordinators/>

#### VENDORS

1. Reservation requests should be forwarded to Arthur Talbert:
  - [atalbert@towson.edu](mailto:atalbert@towson.edu) or 410-704-3524
2. External organizations may reserve a table twice per semester.
3. The cost for a table is:
  - \$75/day for distributing information.
  - \$150/day for selling products/services or providing information on products or services.
4. Organizations who may table at no cost:
  - ROTC affiliated with TU – Maximum of 5 times per semester
  - Military for recruiting purposes - Maximum of 5 times per semester

- Employers providing job opportunities (with appropriate approval of the Career Center only) - Maximum of 2 times per semester
5. Exceptions to the frequency standard may be made by the Director of Event and Conference Services, in writing, in advance.