Student Group Tabling:
A GUIDE FOR STUDENT ORGANIZATIONS

Through the Office of Student Involvement and Leadership, student groups are able to reserve tables in the Campus Center Lobby, the Small Fountain, and the Lecture Center corridor. Tabling purposes can include promoting student groups and events, fundraising for a charitable cause or fundraising for a student group.

Requests for tables must be submitted through MyInvolvement and must be approved before tabling can take place.

Confirmed reservations will be held until 11:00am of the scheduled date. After that time Campus Center Management may reassign unoccupied tables.

To request same-day use of an unoccupied table stop by the Reservations Desk after 11:00am.

To submit a tabling request, please visit https://myinvolvement.org/organization/reservations.

Guidelines for Student Group Tabling:

- Requests may only be made up to 30 days in advance.
- Requests may only be for up to two continuous weeks at a time.
- The total number of days of tabling for each group must not exceed 60 days per semester.
- Cancellations must be received at least by noon of the business day prior to planned usage.
- Each tabling event is limited to one table.
- Tabling can only occur weekdays during the semester and on days when the university is in session.
- Activities occurring at these tables must comply with all applicable safety regulations. Open flames are prohibited.
- Due to health considerations, the serving of food at tables without prior approval is not an option.
- Groups may not ‘front’ a for-profit entity in exchange for income, goods or services that benefit either and individual or the organization. Groups will be charged $10 per day to table in the Campus Center Lobby or Fountain for fundraising for their organizations.
- Failure to abide by these regulations will result in disciplinary action and/or affect a group’s ability to utilize campus facilities for future events.