

OPERATING PROCEDURES
for solicitation in the
CAMPUS CENTER LOBBY & ACADEMIC PODIUM

All University student organizations must be in good standing with the Office of Student Involvement & Leadership to be eligible to reserve table space.

The Campus Center (CC) provides contact tables in the Main Lobby of the Campus Center and Campus Center Fountain area to facilitate interaction between University groups and the greater University community. The following operating procedures have been established for the assignment of those tables:

Eligibility:

Recognized student organizations and recognized university or university-related units/organizations are eligible to reserve a contact table. Transient commercial activities can be approved for fund-raising projects operated directly by and for recognized student organizations or recognized university or university-related units/organizations. Net proceeds must benefit the sponsoring organization or their projects. Activities sponsored by student groups / organizations shall, at all times, be staffed by members of the sponsoring organization. Other groups and organizations may pursue the use of contact tables through the “Revocable Permit” process.

Procedure:

Step #1: All student groups requesting to solicit in the Campus Center, Campus Center Fountain, or Lecture Centers shall **complete a “Tabling Application.”** These applications are available from the Office of Student Involvement & Leadership, Campus Center 130, or can be printed from the Office web site (<http://www.albany.edu/involvement>) and should be returned to Campus Center 130.

- Student group applications will be reviewed by Sarah Tsang, Reservations Manager, for valid sponsorship and compliance with University policies & procedures.
- After review, authorized applications will be available for pickup in the alphabetical filing bin in Campus Center 130. Application review will occur daily.

Step #2: After sponsors have an approved “Solicitation Application,” a solicitation site can be secured:

- Tables in the **Campus Center Lobby, Campus Center Fountain, and/or Lecture Center Concourse** areas are scheduled by the Reservation Assistants in **Campus Center 130**. Requests must be at least two days prior to usage. Groups must meet with Reservation Assistant to schedule a table. Campus Center tabling requests are confirmed by Reservation Assistant at time of the reservation meeting, Lecture Center tabling requests are confirmed within 3 business days and the confirmation sheet will be placed in the alphabetical hanging files on the student workers desk in the main office.

ASSIGNABLE SPACE for solicitation in the Campus Center Lobby & Campus Center Fountain:

There is a maximum of 6 solicitation tables available per day in the CC Lobby. A maximum of 8 tables are available in the CC Fountain area, weather permitting. These tables are available for the period of 9am - 5pm, Monday through Friday, when the University is in regular session. The Campus Center will supply all tables. Groups may not bring their own tables for use. Sponsors should plan activities to conform to an area consistent with the dimensions of a standard 72” x 30” table and the area directly behind it.

Approved applications must be visibly displayed at the solicitation site.

Administrative Considerations:

The total number of days of solicitation by a group or organization must not exceed **30 days per academic year**. This figure is cumulative and reflects the total of all vending locations.

- Solicitation Requests received by Noon will be ready for pick up by Noon the following business day.
- Requests may only be made up to 30 days in advance.
- Requests may only be for up to two continuous weeks at a time.
- Cancellations must be received at least by 4:30 pm of the business day prior to the planned usage. Cancellations received after this time cannot be processed and will count toward the 30-day annual limit. Any applicable charges will also be assessed.
- Reservations will be held until 11:00 am of the scheduled date. After that time, **Campus Center management may reassign unoccupied tables.**
- Each solicitation activity is limited to one table and all activities must occur at that table only.
- Transient commercial vending and other solicitation on the Academic Podium will be limited to the available tables in the Campus Center Lobby, adjacent to the Campus Center Fountain, and those made available through the Audio-Visual Services Office (LC 15) in the Lecture Center corridor.
- Weekend and/or evening vending will not be permitted, nor will vending during the period between Commencement and start of the school year, each fall. R. Scott Birge, Director of the Campus Center, will review requests for exception to this limitation.
- Activities occurring at these tables must comply with all applicable safety regulations. Open flames are prohibited.
- Transient commercial activities will not be permitted to interfere with the normal functioning of the university.
- Due to health considerations, the serving of food in these areas without a permit is not an option. Bake sales remain an option, but carry with it significant food safety liabilities. Please discuss your plans with Student Involvement & Leadership personnel to maximize compliance with health & University policies.

Environmental Concerns:

- Vendors are responsible for maintaining the University environment. All refuse must be properly disposed of in trash receptacles. A cleaning fee may be assessed if extraordinary cleaning is needed.
- The volume of any audio equipment must not interfere with ongoing activities on, or adjacent to, the Campus Center lobby or the Academic Podium.

Approval to solicit in the above areas may be temporarily suspended by the Director of the Campus Center if the activity interferes with University events or daily business activities.

FEE STRUCTURE

The following modest fee structure has been established to offset the cost of administering and maintaining the tables in the Campus Center & Campus Center Fountain area.

Fees:

- There is a **\$10 fee** for each table used by **student groups & other University entities** in **commercial** pursuits.
- There will be a **\$25 fee** for each table used by eligible **non-University** entities, when reserved by an appropriate University sponsor or revocable permit process.
- Fees will be assessed on any tables planned for commercial usage and not cancelled at least one day before the scheduled usage.
- Fees will be billed to the sponsoring party approximately 2 weeks after the usage and can be paid by check or money order only.

Unpaid balances of 90 days or greater may prevent further use of these tables until the outstanding balance has been satisfied.

Exceptions:

- ⚙ There will be **no fee** for tables used for **non-commercial University usage**; i.e. information dissemination, petitions, membership recruitment, job recruitment, etc.
- ⚙ There will be **no fee** for tables used for **ticket sales** to University events.
- ⚙ There will be **no fee** for tables used for **philanthropic fund raising**. The registered charity must be clearly identified at the time of reservation, and the charity's contact identified for verification.