

# W&M STUDENT UNIONS & ENGAGEMENT

## **Policy #10 – W&M Affiliated Groups Tabling Rules & Guidelines**

**Scope:** This policy applies to groups that are affiliated with William & Mary. Tabling processes for external vendors, companies, and associates can be found in the Vendors & Advertising policy.

**Rationale:** The purpose of this policy is to provide students, guidelines surrounding tabling usage within and outside of the Sadler Center for affiliated groups to include Recognized Student Organizations (RSO) and university departments/units.

**Definitions:** Tabling is defined by the process in which an affiliated group schedules a space whereby SUE (Student Unions & Engagement) provides a table for the group to disseminate literature and information, recruit members, and approved activities. Tabling is managed by the office of Student Unions & Engagement and requires a formal reservation request and reservation confirmation.

**Application:** This policy applies to all RSO or University Department tabling reservations made through SUE. Exceptions can be made by the Senior Associate Director or their designee.

**Responsibility for Policy Administration:** Senior Associate Director, Student Unions & Engagement

### **Policy:**

- A reservation must be made for a group to table inside **OR** outside the Sadler Center (reservations cannot be made at the same time in both locations).
  - Each reservation is permitted one (1) table and two (2) chairs, set-up and provided by SUE.
  - Groups will be asked to leave if found tabling without a reservation from SUE. If space is available, same day reservations may be honored.
- Groups cannot table at unauthorized spaces without prior approval from SUE.
- Tabling requests can be made through the [RSO Space Request Form](#) or the [Faculty/Staff Space Request Form](#).
- Reservations for tabling must be requested at least three (3) business days in advance
- Tabling can occur Monday-Sunday anytime in which the Sadler Center is open (please see Sadler Center Building Hours as hours may vary).
- Groups are permitted to schedule tabling for 5 consecutive days to allow access for other groups.
- In the event of rain or severe weather, all outside tabling reservations may be moved inside the Sadler Center by SUE staff as space permits.
- At least one member of the sponsoring group must be present for the duration of the reservation.

- Amplified sound is not permitted while tabling. Music may be played on devices (computers/phones) so long as no external, portable, or Bluetooth speakers are used.
- Displays and activities associated with the table reservation cannot extend more than one foot from the perimeter of the table.
  - Examples include stands, signs, A-frames, pop-up tents etc. Items may be permitted with advanced notice. In some instances, these requests may result in an event reservation whereby the group has full and/or partial reservation of the entire space.
- All items must be removed at the conclusion of the reservation time.
- No posting is permitted on walls, windows, doors, trees, or receptacles around the tables, but posters may be attached to the table. Please remove all tape from tables once done.
- Group members must remain behind the table to not impede walkways and pedestrian traffic.
- No solicitation, forced handouts, or other methods of enticement (calling out to people, etc.) can be used. Passersby should be permitted to make their own decision on if and how they engage with those tabling.
- RSO's and university departments that have tabling reserved for multiple days can store materials at the Information Desk for the duration of the reservation as space permits. All supplies must be taken with the group on their final day of tabling.
  - All stored materials must fit inside closed bins (bins measure approximately 13" x 11" x 11"). Perishable items are not accepted. Any money must be placed in a sealed, labeled envelope and signed in to the safe, money can only be retrieved when professional staff is present (typically Monday - Friday from 8 AM to 5 PM).
- Tables are monitored by SUE staff.
- Groups or individuals found in violation of policies listed above may have their reservation removed and/or future privileges revoked.