

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 .

- 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.

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 1st 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 _____ 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 _____ 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.

