

Tabling Rules and Guidelines

As of fall 2020, we have made changes to our tabling guidelines in order to best accommodate all Registered Student Organizations (RSOs).

- Tables are available for disseminating literature and information, recruiting members and approved activities only. Registered Student Organizations that violate these rules, guidelines and campus policy will be referred to the Coordinator of Student Engagement in the Office of Student Leadership and Engagement, (OSLE).
- Tabling can occur Monday through Friday from 8:30am – 5pm.
- RSOs will be able to reserve tabling through the **Involvement Suite**, (formerly known as the Org Suite), on the second floor of the Vaughn Center, room 209, for a maximum of **2 hours** per day.
- Only one (1) RSO representative will be allowed to table at a time.
- Only **4** tables will be available daily for RSOs and 1 additional table for campus departments. These will be reserved on a first come first serve basis through the reservation process. To request a table, go to our [reservation form](#).
- Tables will be provided by the Facilities staff and will be set up on the perimeter of the Vaughn Courtyard behind the sidewalk across from Brevard and/or Austin daily.
- Groups can only reserve one table per day. Multiple reservations by a group for the same day will be canceled.
- Groups **must** have a member of the organization that made the table reservation present at the table and cannot turn the reservation over to another group.
- Groups cannot table at unauthorized locations (i.e. green space in the Vaughn Courtyard, Sykes front lawn and Agliano Park etc.), these spaces are to be reserved for special events and have a separate approval and reservation procedure. To reserve the green space of Vaughn Courtyard please speak to the Involvement Suite. Facilities will be responsible for reserving Agliano Park and Sykes front lawn.
- Beginning in Fall 2020, groups that **No-Show** (reserve a table, but do NOT cancel or show up to claim their table) after their first offense will have a referral sent to the Coordinator of Student Engagement which may cause tabling rights to be revoked.
- Commercial sales and activities are strictly prohibited.
- Displays and activities associated with the table reservation cannot block the free flow of traffic or encroach on another table. Examples include:
 - Stands/signs/A-frames cannot block the walkways between or in front of tables.
- No posting is permitted on walls, windows, doors, trees or receptacles around the table, but posters may be attached to the table. Please remove all tape from the tables once done.
- Amplified sound inside University buildings must be limited to an appropriate level as to not disturb or distract the recreational or University business entities within the building. Tabling within the Vaughn Center and Plant Hall will follow these relevant noise guidelines established by OSLE in conjunction with Media Services.
- Amplified sound is **not** permitted at the tabling tables. However, devices (computers/phones) can play music as long as no portable or Bluetooth speakers are used.
- In accordance with Spartan Shield guidelines, groups tabling must adhere to the following:
 - Physical distancing between the person behind the table and student at the front
 - No one should be allowed behind the table other than the student tabling
 - Masks could be required depending on the nature of the tabling event
 - All members of the UT community who are conducting the tabling must follow the above guidelines
- External visitors of the UT community who are invited to table by a department or Registered Student Organization must follow these additional guidelines:
 - External vendors who are selling physical products will not be permitted in Fall 2020
 - Commercial sales and activities are strictly prohibited.
 - External organizations providing information and that are considered essential to UT's educational experience and approved by OSLE are permitted
 - Examples include but not limited to, a study abroad provider sponsored by IPO, an employer sponsored by Career Services and voter registration sponsored by OSLE
 - The sponsoring department is responsible for sharing UT's Spartan Shield guidelines, in writing, with external organizations and ensuring that the organization's representatives adhere to the requirements.
- Tables are monitored by the Vaughn Center Information desk assistants and building managers in conjunction with OSLE.