

Campus Center Tabling Policy

*Concourse tables are available for **Established Student Organizations (ESO)**, **Graduate Student Organizations (GSO)** and **On-Campus Departments** Mon-Fri, 8am – 4pm during the academic year on days the University is in session in the designated tabling area.*

Sign in at the Information Desk before you set up your table.
The deadline for daily check-in is 10am and tables will not be held .

Holidays or snow days are excluded.

- Register and reserve your tabling dates through the Facilities Management Office in room 225A in the Campus Center, at least one full week prior to your tabling date. Tabling on the concourse is a privilege enjoyed by the UMass Campus Community to promote campus activities and enhance campus life. Please observe the Student Code of Conduct at all times.
- Vending is limited to ESO's, GSO's and Campus Departments and no outside vending or solicitation is allowed.
- Maximum table use is twice in one week and tables may only be reserved one month at a time. The two use per week limit will be waived at the beginning of each week provided space is available. There are 11 tables that can be set up on the concourse at any given time.
- Tables may not be reserved on the behalf of any other organization, off campus or non-UMass entity and no group will be allowed to set up a table without pre-registration. Partnership with any other group or organization must be pre-approved by SA&I.
- Bake sales must be pre-approved through Facilities Management two weeks in advance and must be accompanied by an approved Food Waiver. Bake Sales are subject to inspection by the EH&S Health Inspector and the Food Waiver must be on display throughout the bake sale.
- Signage must be placed or draped over the front of your table. Please no tape and no posters on the walls behind the table. Tabling activities must be confined to the area of your table. The concourse needs to be clear to maintain fire safety and accommodate foot traffic.
- Excessive noise or music that interferes with other tables or campus center activities is discouraged and we ask that you be respectful of your fellow tables. Disputes between tables will be referred to the respective group advisors for resolution.
- Violation of any of the above will be referred to the group advisor and SA&I and may result in suspension from tabling on the concourse.
- The Conference Services Department will not allow use of the designated tabling space without prior approval from SA&I. ESO and GSO groups will have priority over On-Campus Departments.

No Show Policy *For cancellations please contact the Facilities Management Office (413-577-8225 or ccfacilities@gmail.com) at least 24 hours in advance. Failure to do so will result in a warning email and after two violations suspension from tabling on the concourse until cleared by the advisor.*