

I. Purpose: The purpose of this document is to establish procedures for the placement and use of resource tables, to ensure equitable access and maximize the effective use of limited campus space in the best interest of Towson University. Expression is governed by the University's Time, Place and Manner Policy (Policy #06-04.11).

II. Definitions:

- a. Tabling:** Engaging with the campus community and bringing awareness about a recognized organization while utilizing a table. Tabling may include distributing information, promoting events, recruiting members, or fundraising in accordance with University policy.
- b. Vendor:** Any individual or entity who wishes to sell or promote products or services for personal or commercial gain. This includes members of the University community acting independently. Tabling is not permitted for any vendor, whether internal or external to the University, unless expressly permitted under another provision of this procedure (e.g., employer tabling coordinated through the Career Center).
- c. Student Organization:** A student organization recognized by the Student Government Association or affiliated with a Towson University academic or administrative department, and registered through Involved@TU.
- d. Academic or Administrative Department:** A budgeted Towson University academic or administrative department.

III. Entities Affected by this Procedure: This procedure applies to all individuals and organizations seeking to table on the Towson University campus. This includes Towson University students, student organizations, departments, faculty, and staff.

IV. Eligibility:

- a.** Tabling is reserved exclusively for registered student organizations and University departments. Individual students, staff, or faculty may not reserve or operate tables independently of an approved organization or department.
- b.** 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.
- c.** The Towson University Career Center may reserve tables for prospective employers they bring to campus for the benefit of Towson University students.

V. Reservations:

- a. All tabling requests must be submitted through the campus location scheduling system where all reservable tabling locations are listed.
- b. Table requests are accepted on a first-come, first-served basis. The University reserves the right to deny, end, or terminate a reservation based on non-compliance or previous violations of these procedures.
- c. Each recognized student organization or University department may reserve up to two tabling sessions per week, with no more than one reservation per day. Each reservation is limited to a maximum of 4 hours during the established hours for that location.
- d. Confirmed tabling reservations include one table and two chairs.

VI. Exceptions:

- a. Tabling in Freedom Square and under the Lecture Hall is subject to compatibility with other scheduled programs. Large-scale events in these areas may result in a tabling reservation being moved, rescheduled, or canceled.
- b. In cases of inclement weather, outdoor tabling may be moved indoors only if space is available and approved through Event & Conference Services. Indoor accommodation is not guaranteed. Organizations must contact Reservations Management as early as possible to inquire about alternative locations and availability.
- c. Variation of the standard frequency and duration limits may be granted with prior approval from the Director of Event & Conference Services or designee.

VII. Food and Fundraising:

- a. Distribution or sale of food and beverages while tabling must comply with the Baltimore County and the State of Maryland Health Code. The following rules also apply:
 - i. No items requiring temperature control are permitted (e.g., mayonnaise- or cream-based items).
 - ii. No pizza may be sold or distributed.
 - iii. Shelf-stable, pre-packaged snacks are allowed.
 - iv. No food or beverage sales are permitted in West Village Commons.
 - v. Bake sales are allowed only at designated first floor University Union tables and at outdoor tabling locations.
 - vi. No appliances for food preparation, cooking, or heating may be used at any tabling location.
 - vii. A food waiver must be obtained from the University's dining services contractor for any prepared food valued over \$100. The waiver request may be viewed at:
<https://www.towson.edu/campus/planningevents/reservations/foodwaiver.html>
- b. Student organizations collecting funds must follow SGA-established fundraising policies and must deposit all funds with the Auxiliary Services Business Office within 24 hours of the event.

- c. Items for sale may not conflict with products sold by the University Store, Dining Services, or those covered under exclusive contracts, unless approved in writing in advance by the Director of Event & Conference Services or designee.

VIII. Table Use and Conduct:

- a. All tabling activities, including signage or displays, must remain within an 8' x 8' space that includes the table. Engagement with passersby must take place from behind the table.
 - i. Activities that exceed this space will be considered events and are not permitted at indoor tabling locations.
 - ii. For approved outdoor locations, small tents (up to 10' x 10') may be rented through Event & Conference Services.
 - 1. Use of any tents other than those rented through Event & Conference Services is not permitted unless approved in writing in advance by the Director of Event & Conference Services or designee.
- b. Reserved tables must not be moved, as they are positioned to comply with fire and life safety regulations.
- c. Only painter's tape may be used to affix materials to the table. Materials may not be attached to walls, doors, glass, or other building surfaces. All materials must be removed, and the area returned to its original condition at the end of the tabling period.
- d. Amplified sound indoors (University Union and West Village Commons) is allowed only with prior written approval from the Director of Event & Conference Services or designee. If approved, amplified sound must not be audible more than ten (10) feet from the table. Amplified sound is not permitted during outdoor tabling.
 - i. Complaints regarding sound may result in the volume being lowered or the sound being discontinued.
- e. A representative from the organization that reserved the table must remain present at all times. Friends, guests, or individuals not affiliated with the reserving organization may not staff the table in their place. All trash and materials must be removed upon departure. Any associated cleanup costs will be the responsibility of the reserving organization.
- f. Violations of these University procedures may result in the immediate loss of tabling privileges and may be referred to the appropriate University office for review and potential disciplinary action, including but not limited to the Office of Student Accountability & Restorative Practices (SARP) for students or Human Resources for employees.

Contact Information: For questions or assistance, please contact Reservations Management at reservations@towson.edu.

Version History

Date	Version Description
06/26/2025 Draft	Initial draft revised for clarity, compliance, and structure
08/07/2025 Draft	Review version with leadership-approved updates
08/15/2025 Final	Final version for distribution
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