

## **Bowen-Thompson Student Union**

### **CONTACT TABLES**

Contact tables in the Student Union are available to registered student organizations, University departments, and approved commercial vendors.

Please find listed below the policies for use of contact tables in the Bowen-Thompson Student Union.

1. Table space may be reserved for a maximum of one week (7 days) per event or activity per semester.
2. Ten (10) table spaces are available in the first floor lobby. Exact table location is determined on a first-come, first-serve basis.
4. Prospective users of table space forfeit their space if not in use within one hour of the starting time specified on the reservation request form. Repeated failure to cancel a table reservation 24 hours prior to contracted time may result in loss of privilege to use table space.
5. Student organizations sponsoring a commercial vendor must take the reservation request form to the Office of Campus Activities Office (Room 401) for consultation on contracting procedures.
6. The name of the sponsoring organization must be displayed. Signs are to be displayed on T-stands or at the table. Posting on walls, columns, and windows is not permitted.
7. Failure to comply with contact table policies and/or the reasonable requests of Student Union administration may result in cancellation of the current and/or future contact table reservations.

### **Available Equipment**

One table and two chairs are provided for each organization/department. One T-stand per table may also be requested. Requests for A/V or the use of additional equipment must be made when submitting the reservation request, or no later than one business day prior to reservation date.

### **Policies Governing Use of Contact Tables**

- At least one member of the sponsoring organization must be present at the table for the duration of the reservation. More than two representatives at one time is not permitted.
- The organization's representatives must stay behind the contact table, must not aggressively solicit the organization's materials, and must not block traffic.

- Distribution by means involving shouting, yelling, or physically approaching individuals is prohibited, as is any interference with normal functions or interruption of the free flow of traffic, inside or outside the building.
- Literature, promotional items, or other 'giveaways' may only be distributed from contact tables located in the Student Union. All literature distributed must clearly identify the sponsoring organization or department. All individuals or organizations distributing literature will be held responsible for cleaning up litter resulting from its distribution.
- Activities such as the signing of petitions or sale of items may only take place at a contact table.
- Credit card solicitation is not permitted.
- The use of audio/visual equipment using sound (including a radio, boombox, TV, VCR, DVD, CD, or tape player) is subject to prior approval by Student Union staff. The use of audio-visual equipment will be limited to a maximum of one contact table per day and is given on a first come, first served basis. The volume must be kept at a reasonable level, as determined by Bowen-Thompson Student Union staff. Requests for the use of such equipment must be made at the time the request is initiated, or no later than one business day prior to the reservation date.
- Audio/visual equipment without sound may be used as space allows.
- Audio-visual equipment may only be used in the designated space.
- Contact tables must remain in designated area.
- Items for sale must be approved by the Director of the Bowen-Thompson Student Union or a designee which may include the Director of Dining Services or the Director of the University Bookstore. Student organizations may sell items which are not in direct competition with items sold by the University Bookstore, University Dining Services, or other service areas of the Bowen-Thompson Student Union. If the item(s) to be sold are considered to be in direct competition, the activity may be subject to additional review by Student Union staff.
- The sale or distribution of any material that is racially or sexually offensive to members of the BGSU community will not be approved.
- The sale of food items, including baked goods, drinks, candy, etc., is subject to approval by the Bowen-Thompson Student Union Director or Dining Services Director, and, if necessary, the Environmental Health and Safety Office.
- Eating meals at the table distracts from the presentation your organization wishes to make and is discouraged.
- Please leave the table and floor area clean. All items must be removed when the table is unoccupied.

**Mezzanine Space**

Space in the Bowen-Thompson Student Union mezzanine area is available for programming and vendors appropriate for the space. This space is located on the north wall, and allows for two 6' tables in that area. Only one activity at a time will be permitted due to space limitations. Use of audio-visual equipment is limited so as not to interfere with other events and functions of the Student Union. Other policies related to vendor use of reservable space apply.

**Liability**

The Bowen-Thompson Student Union is not responsible for items left on or at tables and does not provide storage for such items. Items are the sole responsibility of the student organization, university department, or commercial vendor.

**UNDERSTANDING AND THE AGREEMENT TO COMPLY WITH THE ABOVE  
CONDITIONS FOR USE OF CONTACT TABLES IS INDICATED BY THE SIGNED  
RESERVATION REQUEST AND CONTRACT.**