

**UW-WHITEWATER
JAMES R. CONNOR UNIVERSITY CENTER
HALL TABLE POLICY**

Source: <http://www.uww.edu/uc/plan-an-event/campus-policies>

This policy statement establishes the guidelines for the use of Hallway Tables within the University Center, Esker and Drumlin Halls, and is implemented by University Center Reservations.

PROCEDURES REGARDING APPRIOPRIATE USE

1. Only recognized student organizations and University departments and committees (herein referred to as "Sponsors") are eligible to use hallway tables.
 2. Each sponsor will be provided with one 5-foot table and two chairs within a 5' x 4' space.
 3. Sponsors must register in advance for the use of hallway tables. Reservations are made on a first-come, first-serve basis with the University Center Room Reservations, UC 253.
- **Advance registration is limited to a maximum of ten days at one time for each sponsor. This provides the opportunity for more sponsors to use hallway tables. ****
4. Hallway tables must be staffed, with no more than 2 people, during the entire time of use by the sponsor.
 5. Each sponsor is responsible for the removal of all materials at the end of each day. There will be no overnight storage of items, and the University Center Reservations is not responsible for the security of items during load in, sale or load out.
 6. Groups delinquent in the payment of applicable room, food or service charges will be denied the use of facilities and services until time as all past due accounts are paid.

USE OF HALLWAY TABLES FOR SALES AND FUNDRAISING

1. Sponsors may conduct sales and fundraising activities at hallway tables provided the activity adheres to all guidelines outlined in the University Policy for Campus Sales and Solicitation, and the Fundraising/Sales Policy for Recognized Student Organizations, Student Committees and Student Groups. In additions, all sales must comply with the UW System Policy and Competition with the Private Sector. Prior approval must be obtained from staff in University Center Reservations, UC 253.
2. Credit Card sales are prohibited in the University Center Esker, Drumlin Halls (approved by the University Center Board, March, 1995). The determination of what items are appropriate for sale shall be made by Student Activities & Involvement in cooperation with University Center Reservations. Please see the Fundraising/Sales Policy for Recognized Student Organizations, Student Committees, and Student Groups for more information about appropriate and inappropriate sales.

HALLWAY TABLE SALES CONDUCTED BY PRIVATE VENDORS:

1. Outside vendors are permitted to sell items on a periodic basis provided the following conditions are met:

- a. The vendor must be sponsored by a recognized student organization, University department or committee.
- b. There is a \$50 daily fee for the rental of each table in Esker, Drumlin or University center. Billing for tables must be arranged in the University Center Reservations office prior to Hall Table use. The table rental fee is payable to UW-Whitewater to provide for the cost of space and table use. The exception to this fee is vendors sponsored by Student Activities & Involvement selling items that are unique, a benefit to students, and not typically for sale in the Whitewater community.
- c. All sales must comply with the UW System Policy on Competition with the Private Sector. Sales are limited to designated hallway tables. Exceptions to the designated locations may be made by the UC Executive Director.
- d. All Sales must comply with all other guidelines listed in this policy.
- e. The University Center reserves the right to waive fees for vendors that are providing a service to the University community, or are contracted by the University, or are University Center Units.
- f. Hallway vendors are limited to one 5-foot table with two chairs. The sponsoring organization is responsible to reserve the space with the University Center Reservations office, UC 253.
- g. Each Outside Vendor is limited to a maximum of five days of Hallway Table use per semester.
- h. Events held in the building and student organizations have priority over vendors. The University Center reserves the right to reassign space for vendors as needed.
1. Vendors must sell items that are appropriate for sale on campus (see Use of Hallway Tables for Sales and Fundraising above). Items for sale must be unique (meaning not for sale in the campus or Whitewater community. Appropriateness shall be determined by the staff at the University Center Reservations office.
- J. No food or beverage may be sold by outside vendors.
- k. All load-in and load-out shall take place within the normal building hours.
1. The university Center will not provide any overnight storage of vendor items and is not responsible for security of items during load-in, sale and load-out.
- m. University Center reserves the right to cancel contracts if guidelines are not followed.

USE OF HALLWAY TABLES BY OUTSIDE ORGANIZATIONS

1. Organizations that are not part of UW-Whitewater are permitted to use hallway tables provided the following conditions are met:

- a. The vendor must be sponsored by a recognized student organization, University Department or committee.
 - b. There is a \$50 daily fee for the rental of each table in Esker, Drumlin or University center. Billing for tables must be arranged in the University Center Reservations office prior to Hall Table use. The table rental fee is payable to UW-Whitewater to provide for the cost of space and table use. The exception to this fee is Organizations sponsored by Student Activities & Involvement that provide a benefit to students not typically available in the Whitewater community.
 - c. All sales must comply with the UW System Policy on Competition with the Private Sector. Sales are limited to designated hallway tables. Exceptions to the designated locations may be made by the UC Executive Director.
 - d. Hallway vendors are limited to one 5-foot table with two chairs. The sponsoring organization is responsible to reserve the space with the University Center Reservations office, UC 253
 - e. Outside Organizations are limited to a maximum of five days of Hallway Table use per semester.
 - f. Events held in the University Center and use of hallway tables by student organizations, have priority over the use of hallway tables by outside organizations. Therefore, the University Center reserves the right to reassign space for vendor sales if the primary space is to be used for an event.
 - g. All load-in and load-out shall take place within the normal building hours.
 - h. The University Center will not provide any overnight storage of vendor items and is not responsible for security of items during load-in, sale and load-out.
1. University Center reserves the right to cancel contracts if guidelines are not followed.

BEHAVIOR

1. Hallway table use will be denied for sponsor advertising activities which encourage the irresponsible use of alcohol, for activities which promote or imply discrimination on the basis of race, color, gender, creed, religion, age, ancestry, nation origin, disability, sexual orientation, pregnancy, political affiliation, marital or parental status, Vietnam-era veteran status or arrest and conviction record.

2. The operation of the hallway table must be conducted in a manner which will not interfere with

hallway traffic.

3. The behavior of individuals staffing hallway tables must be appropriate to a public setting. Disruptions to offices, Center patrons, dining areas, lounge areas and hallways will not be tolerated.

4. High pressure sales and intimidations of UC patrons is prohibited.

HALLWAY TABLE LOCATIONS

University Center - 6

Esker Hall - 2

Drumlin Hall - 2

Failure to observe any of the above conditions may be cause for immediate loss of hallway table privileges in the University Center, Esker and Drumlin Halls.

Date Last Updated: 9/14/20 (Career & Leadership Development name changed to Student Activities & Involvement 8/23/21)

Source: University Center Board