



Policy Regarding Student and Student Organization Information Tables

Student Organizations:

Registered student organizations may set up a SINGLE TABLE outside Waterfield Library underneath the porch to promote student activities and awareness. The purpose of this space should be for informational and awareness purposes only. Registered Student Organizations must submit the Libraries Information Table Request Form to the University Libraries Dean's Office at least two weeks prior to the event to receive approval. Students must contact Facilities Management to arrange for a folding table and chairs for the event. The entrance and exits to Waterfield are not to be blocked in any manner.

The following types of events are prohibited: health screenings, food sales, counseling services, selling new or used books, sales of other merchandise or services, and loud music or other amplified sound. Student Organizations may not set up outside Waterfield Library for more than two consecutive days. No more than one organization may set up outside Waterfield in any given day. Individuals entering and exiting the library should not be solicited. Participants exhibiting behavior deemed distracting or disruptive will be asked to leave. Activities involving grills or open flame will have to be relocated outside of the overhang to the south side of the building.

The group is entirely responsible for cleanup of the space, and the return of tables and chairs to Facilities Management.

Students Conducting Research:

Enrolled students may set up a SINGLE Table in the lobby of Waterfield Library for the purposes of conducting research as relating to an assignment or thesis. Students must submit the Libraries Information Table Request Form, along with all relevant IRB approval documentation, to the University Libraries Dean's Office at least two weeks prior to the event to receive approval. The Libraries will provide a table and chair for this purpose.

The following types of events are prohibited: health screenings, counseling services, and any research that involves creating noise or other distraction. Solicitation for participation should be respectful of study spaces and be limited to the table area.

Libraries Information Table Request Form

Date _____ Name of Contact _____

Contact Email _____ Contact Phone # _____

Name(s) of Advisor (of Organization, or Research) _____

Are you a Student Organization requesting to set up a table outside Waterfield? _____Y

Are you a student requesting to set up a table within Waterfield for the purposes of Research _____Y

Requested Date(s) for Table _____ Requested Time Frame _____

What is the purpose of this informational/research table? _____

Describe the activities that will occur at the table: _____

Will activity at the informational/research table include any of the following:

_____ Health Screenings

_____ Selling new or used books

_____ Food Sales

_____ Selling other merchandise

_____ Counseling Services

_____ Playing music or other amplified sound

If you are a Student Organization, have you contacted Facilities Management to request a table and chairs? _____Y _____N

Dean's Office Use:

Approved: Y _____ N _____

Dean's Signature _____ Date _____

Student Organization & Student Research Information Table Requests

University Libraries – Internal Policy