



Rutgers University Guidelines for Tabling in University Buildings

School Name and Contact:

Building Name:

General

- Contact tables are available in _____ for information distribution, fundraising, ticket sales, and employee recruitment on a first-come, first-served basis. These tables must be requested in advance.
- This material is strictly intended to advance the university’s mission of education, research, service, and clinical and patient care, and is not a free expression or commercial opportunity zone. Examples include but are not limited to employment opportunities, cultural events, clinical trials, and symposiums.
- Recognized student organizations and university departments are permitted to reserve a maximum of _____ dates each semester, depending on space availability. After the third week of each semester, student organizations and departments may reserve additional tables as available.
- Name of the sponsoring organization or department must be displayed on the table.
- Solicitations of personal financial information and/or credit promotions are not permitted (i.e., no credit cards).
- Illegally trademarked items may not be sold.
- These guidelines are not intended to supersede any rights provided by applicable collective negotiations agreements and/or federal or state law.

Employee Recruitment

- Employers who wish to reserve a contact table for recruiting must first contact Rutgers University Career Services or the Office of Student Employment. Reservations must be made by

the sponsoring department and confirmed no fewer than 10 university business days in advance. Tables are available on a first-come, first-served basis.

- Employers who recruit on campus but do not comply with the Rutgers University nondiscrimination policy may use university facilities only if they make available to interested members of the community information regarding their discriminatory practices and their justification for them.

Fundraising, Ticket, and Vendor Sales

- Recognized student organizations and university departments may reserve tables for fundraising and sales. Fundraising and sales can be self-operated or vendor-sponsored by a student organization or department. Reservations must be confirmed with contracts and insurance no fewer than 10 university business days in advance.
- Examples of a fundraiser or sale include ticket sales for events, sale of items produced by members of the organization (e.g., yearbooks, crafts), or sale of goods or services purchased by the organization for resale (e.g. sweatshirts, stuffed animals, flowers). No food items may be sold with the exception of bake sales (cookies, cakes).
- The recognized student organization or department must complete a contract with the sponsored vendor and supply _____ with a copy no later than 10 university business days prior to the reservation.

Fund Collection Guidelines

- Departments are responsible for following all applicable university policies and procedures regarding money handling.
- All sales by recognized student organizations and departments must be approved by _____ based on restrictions imposed by university contracts, risk management issues, Rutgers University copyright/licensing policies, and other university policies. Illegally trademarked items may not be sold.
- Student organization members may not receive personal financial gain from an organizational sale; therefore, individuals are not permitted to serve as vendors for an organization in which they are a member since this constitutes a conflict of interest.
- The _____ assumes no liability or responsibility for the merchandise or services being sold. The vendor is responsible for the quality and workmanship of the goods being sold.

Information Distribution

- Recognized student organizations and departments may reserve contact tables for the distribution of information relevant to the mission of the organization or the department, such as promotional information for events, recruitment, or literature distribution. Information distributed is subject to _____ approval. Information tables may be reserved 24 hours in advance if available.