

**Due to COVID-19, information/lit tables are
suspended until further notice 3.2020**

Oberlin College & Conservatory

Information/Literature Tables Policy

Policy Title: Information/Literature Tables Policy

Responsible Position for Policy: Tina Zwegat - Director of Student Activities & Orientation,
Associate Director of the Student Union

Office/Department Responsible for Policy: Student Union Office (Wilder 111)

Division Responsible for Policy: Student Life

Original Issue Date: ()

Last Revision Date: 05/26/2020

Log of Previous Revisions: 01/2020

I. Policy Purpose Space for information/literature tables in Wilder or Wilder Bowl need to be booked through the Student Union office. The service operates under the following guidelines.

II. Policy Statement This service is to support events sponsored by an Oberlin College.

III. Policy Scope/Eligibility: This service is only to support events sponsored by an Oberlin College chartered student organization, residence hall, department or committee. "Outside" organizations/individuals may not have a table unless they have made prior arrangements to be sponsored by a student organization or department. It is then up to the sponsoring organization or department too reserve the space and organize the table/chair delivery. Each organization is responsible for insuring the adherence of their representatives to these guidelines.

IV. Administration: Tina Zwegat - Director of Student Activities & Orientation, Associate Director of the Student Union

V. Procedures:

1. **I. Scheduling Information** - Advance Scheduling is required.
 - A. Scheduling is handled by the Student Union Scheduling Office, Wilder 111.

- B. Tables available per day:
 1. TWO: Basement hall adjoining mailroom (6-foot tables)
 2. ONE: Wilder Lobby (card or 8-foot tables are permitted)
 3. FIVE Wilder Bowl, 6/8- foot tables
- C. The maximum number of days per week that can be scheduled by a single group is two days.
- D. A single group can only schedule one table per day.

2. **II. Equipment Information**

- A. Please do not use the tables that are in the lobby for student use.
- B. Tables need to be ordered at least three (3) days in advance through work order with FacOps. There is a charge for table delivery. If you have a 6-foot or 8-foot table, you are welcome to bring your own, but you will still need to reserve the space. Tables will be to set up no earlier than 15 minutes prior and strike it immediately after).

3. **III. Usage Information**

4. **A. Inside Tables**

- 5. 1. a. Basement tables must be set up on the south wall of the main corridor. Tables must not be placed inside the mailroom, not the set near the mailroom entrance door nor block the back door of the Rathskeller.
- 6. b. Lobby Tables must be set up in the northwest alcove.
- 7.
- 8. 2. a. No group shall be allowed to post signs, etc. on painted surfaces behind or around their table space.
- 9. b. Each organization will be held responsible for any damage to the table and/or area surrounding their table.
- 10. 3. a. At the end of the event, each organization is responsible for cleaning up any litter around the surrounding area.
- 11. b. Groups may not distribute literature except from the area of their table. Participants may not leaflet in other areas of the building or in Wilder Bowl without a registered table.
- 12. c. Groups may not distribute literature in the hallways outside of a meeting room unless the event organizer (in the meeting room) has given prior permission in writing to the Student Union Office.
- 13. 4. If music is to be played at the table, then the volume of the music must be kept low so as not to disturb other building patrons.

12. **B. Outside Tables**

13. 1. a. Reserve table spaces through stunion@oberlin.edu.
14. b. Tables need to be ordered through a work order with FacOps. They will be delivered by the Buildings and Ground staff to the designated area in Wilder Bowl.
 - c. Tables may be set up on the sidewalks in Wilder Bowl that are just outside of the front of Wilder. Tables may not be set up as to block entrance to the building (e.g. tables must be at least 30 feet from the south basement mailroom doors).
 - d. All groups must confine their activities to the immediate area of their table. Representatives should stay within approximately three feet of their tables.

15.

IV. Sales

16. A. Organizations planning to have items for sale at their table must indicate that when reserving their table through the Student Union.
- 17.
18. B. Proceeds from such sales must be for the benefit of an Oberlin College organization.
- 19.
20. C. For security reasons, it is recommended that such proceeds be collected and deposited through the Student Accounts office.

V. Miscellaneous

A. Users must follow requests made by Wilder Building staff e.g. user must reduce the volume of music being played or relocate their table if asked to do so.

B. Users who violate these policies and procedures may lose their opportunity to use Wilder services in the future.

C. Violations of these policies or procedures may result in contact of Campus Safety. Users may be asked to leave the premises until such time as they can follow the stated policies and procedures.

D. In the event of serious violations of these policies or procedures, charges may be filed through the College judicial system.

E. In all parts of this policy statement the term “representative(s)” and “user(s)” shall mean Oberlin College students or staff.

<https://www.oberlin.edu/student-union/policies/tables>

Updated: 1/2020