

# Health Education Campus Tabling Policy

## I. Tabling at the Dental Clinic

- A. There is no tabling permitted at the Dental Clinic.

## II. Tabling at Samson Pavilion

- A. Tabling by recognized student groups in good standing and University and Cleveland Clinic departments to promote events or raise awareness about important causes is permitted at the Health Education Campus of Case Western Reserve University (“CWRU” or “University”) and Cleveland Clinic (“CCF”).
- B. All tables must be reserved using the Spartan Reservation System or by emailing [hec-rooms@case.edu](mailto:hec-rooms@case.edu) prior to the date of the tabling event (see Addendum for additional instruction). Only recognized student groups in good standing and University and CCF departments may reserve a table. Additionally, only current CWRU and CCF community members in good standing with the University and CCF may staff the table during the reserved time.

## III. Terms of Use for Tabling at Samson Pavilion

- A. Recognized student groups in good standing and University and CCF departments that reserve a table understand that:
  1. They may not create a safety risk or disrupt the ordinary activities of the Health Education Campus during the tabling event,
  2. They may not move equipment to accommodate their tabling event without prior approval,
  3. The use of volume amplification devices (i.e. speakers, microphones, laptops, etc.) during indoor tabling events are not permitted and the volume must be kept at a low level during the tabling event so as not to disrupt the ordinary activities of the Health Education Campus,
  4. The use of helium balloons is not permitted,
  5. They may not store any materials at the location prior to, or following, the tabling event,
  6. A member of the student group or University or CCF department in good standing with the University must staff the table during the entirety of the reserved time,
  7. Recognized student groups in good standing and University and CCF department representatives should refrain from leaving the table to approach CWRU and CCF community members during the tabling event, rather, they should allow CWRU and CCF community members interested in learning about the event(s) or cause(s) to approach the table,
  8. They must check in with a Campus Experience Team member before they set up the table. Once tabling confirmation is received, email [hec-campus-exp@case.edu](mailto:hec-campus-exp@case.edu) to coordinate.
  9. They must print the tabling request confirmation received and display it on the table.
  10. Recognized student groups in good standing and University and CCF departments may only distribute food items if each of the following applies:
    - a. Distribution of food is limited to bakery items so as not to compete with the food sales of the Kitchen (due to contractual obligations).
    - b. Bake sales are only permitted during the following times:
      - 8am – 11am
      - 2pm – 5pm

- c. If permitted, distributed foods must be “shelf stable” (no heating required) and all cold foods such as ice cream or popsicles must be stored in a cooler provided by the student group or University department,
  - d. Items must be individually pre-bagged at point of origin,
  - e. Gloves should be worn when coming in direct contact and/or distributing food,
  - f. A visible list of ingredients and/or label on individual items is suggested for all food distribution, but is required if items are being sold,
  - g. If the item(s) being sold are homemade, it must be stated on each individual package.
11. They must clean up their table(s) and surrounding area at the conclusion of the tabling event so that it is in the same condition as it was when they arrived.
  12. A recognized student group in good standing or University department may book a table up to five (5) days per month, per location. A recognized student group in good standing or University department may request an exception to this rule, which will be considered based on availability.
  13. They must check in with a Campus Experience Team member before they set up the table.
  14. They must print the tabling request confirmation received and display it on the table.

#### **IV. Compliance**

Recognized student groups in good standing and University departments must conduct all tabling events in accordance with CWRU policies and procedures including, but not limited to, the University’s Freedom of Expression Policy, Student Code of Conduct, Employee Code of Conduct, Faculty Handbook, Solicitation Policy, and Policy on Political Activity. Violations of CWRU policies and procedures may result in future discipline.

#### **V. Violations**

Recognized student groups in good standing, university departments, and/or individuals associated with those groups that violate this or any CWRU or CCF policy or procedure during a tabling event will be asked to leave the location immediately and may be subject to discipline. Additionally, recognized student groups in good standing, University and CCF departments and individuals associated with those groups who violate this or other CWRU or CCF policies and procedures may be prohibited from reserving tables in the future.

#### **VI. External and Affiliate Groups**

External and affiliate groups (i.e. non-CWRU or CCF groups that partner with university departments) should refer to CWRU’s Vendor Program policies and procedures to reserve tabling space.

## Addendum

Students, faculty and staff with a CWRU network ID should submit a tabling request through the Spartan Reservation System at [case.edu/reservations](http://case.edu/reservations).

From the 'Create a Reservation' screen, select the appropriate request form:

- Students - select Samson Pavilion (HEC) Student Request, or
- Faculty/Staff - select Samson Pavilion (HEC) Faculty/Staff Request

Those without a CWRU network ID can email [hec-rooms@case.edu](mailto:hec-rooms@case.edu) with the request.

There are four tables available for tabling. See Image 1 below for details and be sure to select the correct table in your request.

Image 1.

