

## **Tabling Space Guidelines**

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The Gallagher Student Center operates three indoor and nine outdoor tabling spaces for both on-campus and off-campus groups. Guidelines for both on-campus and off-campus groups are located below:

### **Tabling Space Guidelines**

- On Campus Groups: These groups include recognized student organizations as well as University departments.
- External Groups: These groups are not affiliated with the university and are subject to additional requirements.
- Requests must be made through the Gallagher Student Center Office via the online reservation portal, the Reservation Request Form, by email to [studentcenter@xavier.edu](mailto:studentcenter@xavier.edu), or by phone at 513-745-3201.
- Each tabling space includes one table and two chairs. Additional equipment must be requested.
- Groups reserving indoor tabling spaces must keep amplified sound to a minimum. Groups reserving outdoor tabling spaces are allowed to have sound, however, excessive amplified sound is not permitted. Sound shall not interfere with events in adjacent outdoor areas. GSC staff has the final decision regarding amplified sound.
- All tables are restricted to their original location and cannot be moved without permission from GSC Staff.
- Only indoor spaces can accommodate power.
- Pop up tents are not allowed in any tabling space.
- In the case of inclement weather, additional indoor tabling spaces are available but not guaranteed.

### **External Group Requirements**

- External groups reserving spaces at the GSC are required to provide a Certificate of Liability Insurance with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Such policy shall be on a primary and non-contributory basis and will contain no terms allowing the insurer to be subrogated to the rights of any injured or damaged person or entity insofar as said person or entity may have claims against the University. Such policy shall name Xavier University as an additional insured.
- Up-front payment of \$100 per tabling space, per day.
- Vendors wishing to sell items are subject to additional requirements and fees. See the External Vendor Agreement.
- Off-campus vendors may not wander from the reserved space and/or actively solicit.
- External groups are to check in each day at the GSC Welcome Desk located on the 1st floor of the Gallagher Student Center, to request the table and chairs.
- External groups must sign a usage agreement.

### **Additional Outdoor Spaces**

- Additional outdoor spaces are available through the Office of Student Involvement.