Residence Hall Table Space Policy

WHO CAN REQUEST TABLE SPACE IN THE LOBBY AND COMMON AREAS
Tables must be sponsored by AU recognized student organizations or University departments. Common areas include the courtyard immediately outside of residence hall living communities (including the Letts/Anderson Quad area).

WHAT CAN BE DISTRIBUTED AT TABLES
Only items adhering to University policy may be distributed at tables. Consult with your adviser for further information about these policies. The selling of individual unwrapped or self-prepared foods is prohibited. Games and raffles defined as gambling are also prohibited.

IMPORTANT INFORMATION ABOUT RESIDENCE HALL TABLE SPACE
Tables must be checked out from and returned to the front desk of the hall in which you are tabling. The table and up to two (2) chairs must be placed to the side of the residence hall lobby or an approved location in the common areas. Only one table per residence hall lobby is permitted. Housing and Dining Programs reserves the right to select, change, or refuse the location of a table to ensure safe passage of residents through the lobby, however, attempts will be made to select a location that allows for visibility. No additional furniture is permitted.

Because of the popularity of tabling, and the possibility of multiple organizations wishing to table for the same reasons, tabling for one organization/department cannot occur more than two times per week and no more than a total of six times per semester. Housing and Dining Programs reserves its right to restrict tabling to certain dates during the year.

Members of the sponsoring organization/department must staff the table at all times by currently enrolled AU students and abide by all residence hall regulations. Due to space constraints, only three individuals from the organization/department may staff the table at any time. Individuals are required to be behind the table at all times. Direct solicitation is not permitted.

PROCESS FOR RESERVING RESIDENCE HALL SPACE FOR TABLING
At least two weeks prior to the start of tabling, a 25Live request must be submitted for the tabling location. The 25Live system can be accessed here: https://25live.collegenet.com/american. An e-mail must also be sent to housing@american.edu containing a copy of any materials being distributed at the table.

The appropriate Housing and Dining Programs staff member will approve, deny or detail any modifications required and will inform the sponsoring organization/department of any required changes via e-mail. No request for tabling made in-person or by telephone will be honored.

If an organization has an outside space reserved and it rains, the tables are not permitted to be moved into the residence hall lobbies. An alternate reservation will need to be made for another time.

The sponsoring organization/department must secure the delivery and pick-up of the table being used. Tables and chair set-ups cannot obstruct exits and/or pathways in the residence halls.