AMERICAN UNIVERSITY
WASHINGTON, DC

University Policy: **Tabling Policy**

Policy Category: Student Policies

Subject: Rules for Tabling

Responsible Executive: Vice President of Student Affairs

Office(s) Responsible for Review of this Policy: Division of Student Affairs

Related University Policies: Freedom of Expression and Expressive Conduct, Registered Student Organization Manual

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I. SCOPE

This Policy applies to Recognized Student Organizations (RSO) and university departments or programs, and external organizations hosted or sponsored by an RSO or University department or program.

II. POLICY STATEMENT

This Policy outlines how RSOs, university departments/programs, and external organizations may receive permission to table for the purpose of distributing information, recruiting members, fundraising, and selling merchandise.

III. DEFINITIONS

AU Host: University departments and programs and RSOs that host or sponsor an external organization for a tabling event.

External Organization: An entity or group that is not an RSO or a university department or program sponsored by an AU host.

Organization Seeking Recognition: an organization that has initiated a recognition process through a department such as the Center for Student Involvement and has not been granted provisional status.

Recognized Student Organization: a student led and created group that has been formally recognized by the Center for Student Involvement or a university department and has benefits and responsibilities tied to the recognition.

Unrecognized Student Organization: Unrecognized student organizations include groups that have never been formally recognized through the Center for Student Involvement or any other university department, groups that were once previously organizations seeking recognition, and previously recognized organizations that have been denied recognition, or have lost their recognition, due to administrative reasons.

*Tabling***:** a social event requiring the use of a table space reserved through the University's Event Management Scheduling (EMS) system for the purposes of distributing information, recruiting members, fundraising, and selling merchandise.

IV. POLICY

A. RSOs and university departments and programs, or AU Host may reserve university tables by submitting the request online through the EMS scheduling system at least 72 hours prior to the Tabling commencing.

B. Unrecognized Student Organizations and Organizations Seeking Recognition, are not elibible to serve as a host, co-host or co-sponsor of a Tabling event and they may not be referenced as such in a reservation, marketing and promotional materials, or other materials related to the Tabling event.

C. Priority for Tabling is given in the following order: major University events (Commencements, Welcome Weeks, etc.), RSOs, university departments/programs, then to sponsored External Organizations.

D. External Organizations

1. External Organizations may only acquire tabling reservations through an AU Host. AU Hosts must make all arrangements for scheduling, contracting, permissions, and payments from external organizations.
2. External Organizations which are prospective employers of AU students may obtain authorization from the relevant AU career services office, which serves as the AU Host for these requests.
3. External Organizations which are recognized exclusive bargaining agents of a certified collective bargaining unit may only obtain authorization from the Office of Human Resources which serves as the AU Host for these requests.

E. Requirements for Reserved Tabling Event

The RSO, university department or program, , or AU Host that holds the reservation must adhere to the following:

1. Take responsibility for all content presented at the Tabling location, and all non-University 'guests' at the Tabling location;
2. AU departments, programs, and RSOs should clearly indicate their hosting role in all advertising.
3. Refrain from distributing materials on behalf of any Unrecognized Student Organization or any Organization Seeking Recognition while participating in Tabling.
4. Tabling event will be solely for the purpose described in a confirmed Tabling reservation;
5. Confine displays/activities within 2 to 3 feet of the table (large physical displays can be scheduled with a Quad reservation);

6. Be present for the full length of the Tabling reservation unless the AU Host is an AU career services office providing tabling space for prospective employers;
7. Ensure sponsorship is clearly indicated on the Tabling site;
8. Use the designated university table or tables that have been reserved; using other, or additional tables is not permitted;
9. Keep tables in their designated locations;
10. Group members must not impede walkways and pedestrian traffic;
11. Refrain from transferring tabling reservation to a different unit or an unrecognized entity;
12. Refrain from amplified sound while tabling. Music may be played on devices (computers/phones) so long as no external, portable, or Bluetooth speakers are used;
13. No posting is permitted on walls, windows, doors, trees, or receptacles around the tables, but posters may be attached to the table using tape so long as it is removed afterwards;
14. Ensure content must not threaten the physical health or safety of any person be lewd and/or obscene, or violate or incite the imminent violation of University policies or federal or local laws.
15. Communicate to make sure that External Organization are made aware of these requirements.

In addition to adhering to the above requirements, RSOs, university departments and programs, AU Hosts (and the External Organizations they are sponsoring) must abide by all university policies. Failure to comply with policies may result in the loss of tabling privileges, and potential disciplinary charges.

V. ENFORCEMENT

Questions about this Policy can be directed to the Division of Student Affairs. Failure to comply with this Policy constitutes misconduct that is actionable under the Student Conduct Code, the Staff Personnel Manual, and the Faculty Manual.

VI. EFFECTIVE DATE AND REVISIONS:

This Policy is effective as of October 15, 2025.