



PURPOSE

Tabling provides opportunities for organizations to share information, promote services, and engage with the OUAZ community in a manner consistent with the University's mission and campus standards. OUAZ campus space is limited institutional space and is not an unrestricted public forum. Tabling is considered a privilege granted through approval by the Office of Student Affairs.

DEFINITIONS

Tabling: Informational or promotional activity conducted from an assigned table in a designated campus location.

Internal Organization: Any University department, office, program, or registered student organization.

- Examples include (but are not limited to):
 - Financial Aid
 - Admissions
 - Academic departments
 - Registered student organizations
 - Athletics
- Internal tabling includes University informational outreach and student engagement activities.

External Vendors/Organizations: Any business, non-profit, community organization, or individual not affiliated with Ottawa University.

APPROVED TABLING LOCATIONS

- **Indoor Locations:**
 - American Dining Creation Student Union
 - Eichner Hall
 - Faith Arena
 - O'Dell Center Lobby Area
- *Tabling is NOT permitted in residence halls or residential areas.*
- **Outdoor Locations:**
 - Outdoor tabling is permitted only in designated campus approved by the Office of Student Affairs including:
 - Partnership Plaza
 - Scholars Lawn
 - Outside American Dining Creations Student Union
 - Outside Faith Arena
 - Outside O'Dell Center
 - Outside Eichner Hall
- The Office of Student Affairs may relocate outdoor tabling due to weather, safety, scheduling, or operational needs. Additional locations may be approved at the discretion of the Office of Student Affairs.

GENERAL REQUIREMENTS (Internal / External Groups)

- All internal and external group must complete the following:
 - Organizations are responsible for setup, monitoring their space, and cleanup.
 - Failure to appear may impact future approval eligibility.
 - Internal University activities receive priority over external requests.
- Approval does not constitute University endorsement.

TABLING CONDUCT AND EXPECTATIONS

- Representatives must engage respectfully with the campus community.
- The following conduct is required:
 - Respectful, non-disruptive interactions.
 - No aggressive solicitation, harassment, or intimidation.
 - Remain within assigned space.
 - Do not block walkways or entrances.
 - Follow directions from University staff.
- Materials must reflect approved submissions.

INTERNAL TABLING

- University departments, offices, programs, and registered student organizations may request tabling.
- No fee applies.
- Internal groups hosting external vendors require approval and remain responsible for compliance.

EXTERNAL VENDOR TABLING

- External vendors, non-profits, and community organizations may request tabling.
- Fees:
 - Vendors: \$75 per day
 - Nonprofit: \$35 per day
- Ottawa University may require a vendor agreement, insurance, and additional documentation.
- Ottawa University may grant a fee waiver in certain circumstances.

Payment Requirements

- Vendor fees are required after initial approval and before final reservation confirmation.
- Reservations are not confirmed until payment is received.
- Failure to submit payment by the deadline may result in cancellation.
- Vendor fees are non-refundable unless Ottawa University cancels the reservation.

EQUIPMENT AND SET-UP

- Standard set-up includes one (1) six-foot table and two (2) chairs.
- Additional equipment must be requested and may incur a fee
- Large setups may require facilities coordination and are subject to availability.

Amplified Sound and Music

- Use of amplified sound must be indicated in the application and approved.
- Amplified sound is generally limited to outdoor locations and must not disrupt classes or operations.

- Ottawa University may require volume adjustment or discontinue sound at any time.
- Large audio setups may be classified as events.

Food Distribution and Sales

- Food distribution or sales require approval from the Office of Student Affairs and American Dining Creations.
- American Dining Creation may restrict outside food or require campus catering.
- Prepackaged food is preferred. Additional documentation or insurance may be required.

Electricity and Equipment Use

- Requests for power must be submitted in advance.
- Generators, extension cords, or high-power equipment may be restricted.
- Facilities coordination may be required.

Tents, Canopies, and Displays

- Tents, canopies, backdrops, and large displays require approval.
- Requests may be restricted based on safety, weather, and space.

Display and Spacing Limits

- Each reservation is limited to the assigned table space.
- Blocking walkways, entrances, or emergency routes is prohibited.
- Large installations may be reclassified as events.
- Expansion beyond the approved footprint requires prior approval.

Sales and Solicitation

- Sales must be disclosed in the application and approved in advance.
- Sales activities must remain consistent with what was approved in the application and may not expand beyond approved products, services, or activities without prior authorization.
- Vendors are responsible for managing transactions and complying with applicable legal, tax, and consumer protection requirements.
- Execution of contracts, agreements, or financial commitments with students may be restricted or may require additional approval from the University.
- Ottawa University reserves the right to restrict certain products, services, or solicitation activities.

Give-aways and Promotional Items

- Giveaways are permitted if they are disclosed in the application and comply with University policies and safety expectations.
- Items must be appropriate for a campus environment and may not pose safety, cleanliness, or operational concerns.
- High-value incentives, raffles, drawings, or prize-based promotions may require additional approval.
- Giveaway items must be consistent with approved materials and activities.
- Ottawa University reserves the right to restrict or prohibit items that create disruption, excessive waste, safety concerns, or conflict with institutional standards.

Information Collection and Student Privacy

- Organizations collecting student information must clearly communicate the purpose of the information collection and how the information will be used.
- Participation in information collection must be voluntary. Students may not be pressured, misled, or required to provide personal information to engage in basic conversation or receive general information.
- Giveaways, incentives, or promotional items that involve collection of student information must be clearly disclosed and may be restricted.
- Organizations may not use deceptive practices, implied requirements, or misleading representations to obtain student information.
- Collection of sensitive personal information may require additional approval. Examples include, but are not limited to:
 - Financial information
 - Social Security numbers or government identification
 - Health or medical information
 - Contracts, subscriptions, or service agreements
 - Credit applications or financial product enrollment
- Ottawa University reserves the right to restrict data collection practices that create privacy, security, or student experience concerns.

SPONSORED AND HOSTED VENDORS

- Internal groups hosting or bringing external organizations to campus for tabling must obtain prior approval.
- External vendor fees will apply when an outside organization participates in tabling, even when hosted or sponsored by an internal department, office, or student organization.
- The internal sponsor is responsible for ensuring the external organization complies with all University policies.
- Ottawa University reserves the right to determine when an activity constitutes external vendor participation

RECURRING TABLING

- Recurring tabling requests may be approved but are subject to review, scheduling availability, and institutional priorities.
- External vendors are generally limited to **no more than two (2) tabling reservations per semester** unless an exception is approved by Office of Student Affairs.
- Internal departments and student organizations may request recurring tabling more frequently based on institutional need.
- Approval of recurring tabling does not guarantee ongoing availability.

VENDOR FREQUENCY AND ACCESS

- External vendor participation may be limited to ensure equitable access and maintain the educational environment.
- Approval of one request does not guarantee future approvals.
- The Office of Student Affairs may restrict repeat vendor requests, recurring vendor scheduling, or vendor presence during high-priority institutional periods.

SCHEDULING PRIORITY

- Scheduling priority is generally:
 - Institutional and University-wide activities
 - Internal departments and student organizations
 - External vendors and community organizations
- Priority may vary based on institutional needs.

TABLING VS EVENTS

- Tabling is intended for informational or limited promotional activity within a standard table setup.
- Activities involving large setups, performances, extensive equipment, amplified programming, or significant audience engagement may be classified as events and may require submission through the University event process.

WEATHER AND RELOCATION

Outdoor tabling may be relocated, modified, or cancelled due to weather, safety, operational needs, or institutional priorities.

APPROVAL PROCESS

- The Director of Student Life and the Dean of Students review all requests.
- The Director conducts the initial review, including logistics, materials, risk assessment, and coordination with campus partners.
- The Dean conducts secondary review and provides final approval or denial.
- American Dining Creations review is required when food is involved.

POLITICAL ACTIVITY AND INSTITUTIONAL ALIGNMENT

- Tabling may not be used for political candidate promotion, political party advocacy, campaign activity, or electioneering.
- Tabling may not be used for organized partisan political advocacy, geopolitical conflict promotion, or public issue campaigns that are inconsistent with the University's mission, Christian values, community standards, or operational priorities.
- As a private Christian institution, Ottawa University reserves the right to restrict tabling activity related to political movements, international conflicts, public policy advocacy, or other divisive issue-based campaigns when such activity may disrupt campus operations, compromise student well-being, or conflict with institutional values.
- Approval decisions are based on institutional alignment, policy compliance, safety considerations, and campus operations.
- Approval of tabling does not constitute endorsement by the University of any organization, viewpoint, or activity.

CANCELLATION AND NO-SHOW

- Organizations must notify the Office of Student Affairs if they need to cancel a reservation.
- Repeated cancellations or failure to appear may impact future approval eligibility.
- External vendor fees are non-refundable if the vendor cancels or fails to appear, unless determined otherwise by the University.
- Ottawa University may cancel or modify reservations due to institutional priorities, safety, weather, or operational needs.

ENFORCEMENT

- Ottawa University may require modification of tabling activities to ensure compliance with policy, safety, and campus operations.
- Failure to follow University staff direction may result in discontinuation of specific activities, removal from the tabling location, revocation of approval, or denial of future requests.
- University staff may make day-of operational decisions related to safety, setup, location, sound, or policy compliance.

DENIALS AND REVOCATION

Requests may be denied or approvals revoked due to policy violations, safety concerns, incomplete applications, mission misalignment, space limitations, vendor frequency limits, or operational needs.

INSTITUTIONAL AUTHORITY

- Ottawa University reserves the right to deny, modify, relocate, or cancel tabling requests at its discretion.
- Approval does not constitute endorsement of the organization or its views.

RISK AND LIABILITY

Ottawa University may require vendor agreements, certificates of insurance, indemnification language, or additional documentation depending on the activity.

TIMELINE

- Internal requests: typically within 5 business days
- External requests: typically within 10 business days
- Complex or high-risk requests: up to 15 business days

COMPLIANCE

Failure to follow this policy may result in removal from campus, denial of future requests, financial forfeiture where applicable, or additional institutional action.