



## Outdoor Tabling Procedures

### Haley, Roosevelt, and Thach Concourses; Open Air Forum and Quad Entrance Patio

#### RESERVATIONS TERMS & CONDITIONS

- Reservation requests are submitted online via [www.mymazevo.com](http://www.mymazevo.com). Please submit requests at least 3 business days in advance of the event. Requests submitted after this time period may be declined. If your event is approved, please print out the permit generated from AU Involve and keep it with you at your event.
- Reservations are allocated on a first-come, first-served basis to ensure fairness and accessibility for all users. Tentative Series reservations, often referred to as 'blanket bookings' or practices that dominate the use of space, are strictly prohibited. Additionally, recurring meeting reservations in large event spaces are not permitted to prioritize access for events with broader impact and greater demand. Compliance with these guidelines helps us manage resources effectively and equitably.
- Reservations will reach out if more information is needed for a tabling reservation (i.e. details, handouts, etc.)
- Tabling requests outside of the normal parameters of tables and chairs must be submitted through the Campus Events Planning System(CEPS). These would be larger scale tabling requests or outside of the tabling parameters.
- Student Organizations:
  - **AU Involve:** Requests should be submitted at least 3 business days prior to the event. Information submitted after this time may incur extra fees for late requests in Mazevo and may be denied if not submitted on time in AUinvolve.
  - **O-day:** Tabling is every Wednesday throughout the semester. It is a come- first- serve- basis and submitted through an AUinvolve request. When an O-day table is requested, there will not be a charge for the student organization to participate. Student organizations must submit their event to AUinvolve by noon Tuesday if they want to participate in O-days the same week.
  - **CEPS for Special Tabling Events:** If the tabling setup includes elements such as dunk tanks, wrestling mats, or other large-scale or interactive components, it must be submitted through the Campus Event Planning System (CEPS). These requests should be submitted at least 10 business days in advance to allow time for necessary approvals. If the organization will have a guest/speaker who is not an Auburn employee/student, the event must be submitted to CEPS.
  - **Setup & Breakdown:** Organizations are expected to arrive at least 15 minutes before their scheduled time to set up. Tables and chairs may be provided upon request; otherwise, organizations are responsible for their own materials. All materials must be removed promptly at the end of the reservation period.
  - **Conduct Expectations:** All tabling activities must align with Auburn University's policies and values. Organizations should engage respectfully with passersby and maintain appropriate noise levels.
- Departments:
  - Reservations must be made 3 business days in advance to secure a table.
  - Tabling requests outside of the normal parameters of tables and chairs must be submitted through the Campus Events Planning System(CEPS). These would be larger scale tabling requests or outside of the tabling parameters.



- Third Party:
  - External clients can host events through a formal sponsorship process. Prior to submitting a request for use of a table, the external client must secure sponsorship from a recognized Auburn University student organization or an Auburn University academic or administrative unit. Sponsorship of external clients requires the student organization or campus unit to attend the tabling event. Additionally, the sponsoring unit or group understands they assume responsibility for any unpaid costs or property damage associated with the tabling event.
  - All third-party table reservations will need to be submitted through the Campus Event Planning System(CEPS).
- Changes to event duration. If tabling is no longer needed for the reserved amount of time please work to inform Student Center Reservations staff at least two business days in advance.
- Reservations cancellations. Customers failing to cancel their tabling reservation with the Student Center Reservations office may be subject to a no-show fee. Cancellations must be made at least 24 business hours in advance.
- The Melton Student Center has tables we can put out for you on Haley. There is a small fee for this service and must be paid for in advance for student organizations. Groups can provide their own table and chairs at no cost, but a reservation is still required. Groups needing a table or chairs should contact the Facilities Division at 844-4357 at least 24 hours in advance or provide their own table and chairs for Roosevelt and Thach Concourses.
- Tabling hours are as follows:
  - Monday – Friday: 10am-2pm
  - Tabling Hours are subject to change
- Electrical Outlets are not accessible for tabling events.

### **DECORATIONS & DAMAGES POLICY**

Decorations used during tabling events should be free standing. Decorations should not be left when the event is over. Decorations left after outdoor events may incur a removal fee. Auburn University is not responsible for any items left behind after an outdoor event has ended.

#### *Prohibited Items and Actions*

- Tape, nails, glue or other adhesive material meant to affix signs and/or decorations to walls, walkways, and other flat surfaces
- Glitter/confetti
- Open Flames (candles, pyrotechnics, etc.)
- Chalk or Sidewalk Decals

### **FOOD**

Food is allowed and must be prepackaged, sealed, and purchased from USDA/FDA approved companies. Outdoor food preparations must adhere to the Alabama Department of Health, Food Service Guidelines (guidelines can be found at <http://adph.org/foodsafety/assets/TempEvents.pdf>). If serving beverages, it must be Coca Cola products as the university is under contract with Coca Cola.

### **TENT**

Pop-Up Tents(10'x10') are allowed if they do not hinder access to the concourse for foot and vehicle traffic. All tents must be flush against the brick wall to allow proper space for pedestrian and vehicle traffic (when applicable).



## **PAYMENT**

Tables must be paid for in advance to reserve a table on Haley Concourse for student organizations. Once the reservation has been made, an invoice will be sent to the primary contact on the reservation. **If a payment has not been made 72 business hours before the tabling reservation it is subject to being cancelled.**

Payment must be made by the sponsoring organization or university department; an invoice will be sent to the contact on the table reservation.

Non-profit and commercial organizations are required to pay for reservations in advance. For your convenience we accept payment by university fund organization expenditure payment (FOAP) account number, check or credit card (Visa, MasterCard, Discover Card, and American Express). Departments or organizations with past due invoices will not be allowed to hold future events until all delinquent amounts are paid in full, with the possibility of canceling existing events.

## **PARKING**

Parking on campus is by permit only. Questions regarding parking should be directed to the Auburn University Parking Services (334) 844-4143 or <http://www.auburn.edu/parking>.

## **IN CASE OF WEATHER**

All tabling will be scheduled in rain or shine weather conditions. If there are inclement weather conditions and the university is affected; tabling will be cancelled that day and you will be notified via email of a cancellation. Monitor the weather forecasts and plan accordingly in advance for a need to cancel or reschedule. If you want to reschedule due to weather, it is the responsibility of the reserving party to contact the Reservations Office. You will need to reach out to the Reservations office at least 24 business hours in advance to reschedule your tabling date. In case of a no show due to weather, the advance payment is non-refundable and tabling cannot be moved to another day. Another reservation will need to be made through the Reservations office.