STUDENT UNION DISPLAYS & TABLING POLICY

Office of Student Activities and Union Services, SUNY New Paltz

The Student Union has a variety of opportunities for you to promote or support your event. To best accommodate all requests, please acknowledge that the following policies are in place to serve as many programs as possible, while maintaining clear and clean hallways free from excessive use. The Student Union has 4 display cases, 4 vending tables, and open space for collection boxes and easels promoting your campus event. Hanging banners, advertisements, flags, or other décor from the scholars perch into the atrium or from the atrium into the gaming commons are not permitted.

Student Union Tabling Spaces

- Tabling in the Student Union need to be reserved in advance in the Office of Student Activities and Union Services located in Student Union 211.
- Tabling space is located on the first floor located outside Student Union 100.
- There are four vendor tables available per day.
- Groups have the table from 9:00 AM through 9:00 PM on the day of their reservation.
- Groups are limited to one table and two chairs. Due to space limits each table can only have two seated participants.
- Only one academic/administrative department may table per day.
- Student groups that are collecting monies should coordinate with the Student Association and follow their money handling policies ticket sales, fundraisers, etc.
- Music, sound equipment, entertainment, or speeches are not permitted at these tables.
- Student groups that doing sales of any kind must follow the campuses vending policy and complete a vending form. See the Office of Student Activities and Union Services for details.

Display Cases

- Display Cases can be reserved on the first business day of each month prior to the month the space is to be used (for example, a November display case would be reserved on October 1).
- There are a limited number of display cases (there are four located on the 2nd Floor in the elevator lobby).
- Organizations are limited to one display case reservation per semester.
- Materials must be removed from display cases on the last day of the month.
- Items left will be discarded on the first day of the new month, and the Office of Student Activities will not be responsible for them. Display cases currently can be locked to secure items.

Easel Spaces

- The Student Union has specific locations in which we will permit groups/departments to place easels for event or service promotion.
- These spaces must be reserved in advance and are on a first-come, first-serve basis.
- Groups and departments will be permitted to use the designated space for one week (beginning Monday @ 8:30 AM, ending Sunday @ 11:00 PM. Easels left after this time frame will be taken
down. The Easels (and its sign) can be picked up in the Office of Student Activities and Union Services. Items not picked up within one week (7 days) of it being removed will be discarded.

- There are a total of 6 approved easel locations (Big Board, Outside Bookstore, Outside Lounge 100, PFS, 2nd Floor Elevator Lobby - 2).
- Groups must provide their own easels. Signs placed on the easel should be sturdy and remain on the easel without difficulty.
- The Student Union is not responsible for lost or stolen easels as it is a public place. We CAN NOT guarantee the safety of your sign or easel.
- Easels will not be permitted in other locations. Easels and signs that have not been approved will be removed.
- The Student Union will allow usage of easels for day-of events/conferences/programs limited to one easel in front of the Information Desk on the first floor and other easels located in front of rooms reserved for the program.

**Collection Boxes/Drives**

- Groups or departments that are doing collections for service must reserve their location in advance with the Office of Student Activities and Union Services for any boxes located in the Student Union.
- If the group/department would like boxes in other campus buildings, they must make arrangements with the department overseeing those facilities.
- Collection Boxes may be permitted in common areas for up to 3 weeks (21 days).
- These spaces must be reserved in advance and are on a first-come, first-serve basis.
- There are a total of 6 locations where collections boxes will be permitted at any one time (Entertainment Commons, Big Board, HQ Desk, Outside Lounge 100, 2nd Floor Elevator Lobby - 2).
- A group can have no more than two boxes within the building.
- The collection box must have a sign including the following information.
  - Collection Purpose
  - Collection Benefactor
  - Collection Sponsor (group or department host)
  - Contact Person
  - Contact Information (phone, email)
  - Collection Start Date and End Date
- Groups/departments should make regular stops at the drop boxes to collect items.
- The Student Union is not responsible for lost or stolen box(es) and/or contents within the box(es) as it is a public place. We CAN NOT guarantee the safety of your collection drive.
- The group must remove the collection box at the completion of the collection period.

**Passive Window Display**

- The SU will permit approved passive displays on the windows of the 2nd floor elevator lobby.
- These spaces must be reserved in advance and are on a first-come, first-serve basis.
- Groups and departments will be permitted to use the designated space for one week (beginning Monday @ 8:30 AM, ending Sunday @ 11:00 PM).
- There are a ONLY 1 approved locations. Groups shall not use any other window area for their display
- Groups must provide their own supplies.
- The Student Union is not responsible for lost or stolen easels as it is a public place. We CAN NOT guarantee the safety of your display.