

## Lobby Tables

### SUMMARY

BookEMU Event Services (ES) offers University offices, departments, student organizations, and external groups the option of reserving lobby tables located on the first floor. In an effort to maintain a safe and friendly environment for the Student Center visitors, the following policies pertain to the proper usage of a lobby table.

### GUIDELINES

- If a student org, then please check your organization's status on the [Campus Life Resources](#) page to ensure that you are in GOOD STANDING before submitting a request.
- If internal to the university, please ensure that you are updated as a listed contact with BookEMU for your department or student org. BookEMU requests annual contact updates for every dept / student org.
- If your requested time is not available, you may be contacted to find a suitable alternative.
- One lobby table may be reserved per group, up to four (4) hours per day.
- For multiple days, the days must be **non-consecutive**. For example, instead of Mon/Tues/Wed, we could book Mon/Wed/Fri. This breaks up times to allow other groups the opportunity to have time as well.
- At least one person from the registered organization, department, or company must be at the table at all times. Limit of two persons per reservation. You must stay behind the table at all times and not call out to any passerby.
- One (1) six-foot table and two (2) chairs will be provided on the first floor of the Student Center. **The tables and chairs may not be removed from their specific location.**
- Each group is responsible for the security of its items and the proper cleanup of the area at the end of their reserved time. Storage space is not available. Trash incurred is the responsibility of the reserving party.
- The organization or department reserving a table must display the name of the sponsoring group prominently.
- You must wait for your confirmation email of your lobby table date/time **BEFORE you start to advertise.**
- **Flyers/posters may not be placed on various tables, taped on walls, pillars, railings or any other structure in the Student Center.** Advertisements/materials must be placed *only on your lobby table during your reserved time*. An E-clip or digital screen time can also be reserved, see the [Student Center Marketing](#) page for various marketing options.
- All fundraising events must have prior approval by BookEMU Event Services before you start advertising.
- Items to be sold must be approved by Event Services and we reserve the right to determine the appropriate space for selling or soliciting items in the Student Center. Merchandise that conflicts with Student Center vendors is not permitted.
- Tables may not be used to solicit credit card applications.
- The flow of traffic may not be blocked or disrupted. **The tables and chairs are not to be moved.**
- Student Center guests passing by lobby tables are not required to take information. **The vendor must stay behind the lobby table. You may not stand in the hallway or in front of the table. You may not call out to any passerby. In addition, the vendor may not actively solicit sales or signatures from potential customers, (only passive).** Both active and passive soliciting outside the lobby area is not permitted.
- A lobby table is \$50 per day for external groups who are not affiliated with Eastern Michigan University. **All lobby tables, including multiple dates MUST be prepaid before the reservation date. Unpaid lobby tables can be given to another group.**
- **BookEMU Event Services reserves the right to immediately terminate usage of the table (and/or future bookings) if the above standards are not maintained.**
- Please allow 24-48 business hours for review and processing.
- Request a lobby table using the online form on the [BookEMU Procedures and Forms](#) page.