

**Eastern Michigan University, Rec/IM**  
**Lobby Tables Procedures**

Customer agrees to abide by all federal, state and local laws, as well as all Eastern Michigan University regulations and policies on pages to follow. The Rec/IM at EMU reserves the right to cancel any/all reservations

Thank you for choosing Eastern Michigan University for your event. The following procedures have been created to protect the integrity and success of your event. Please review these guidelines in their entirety. Please address any questions to your Event Coordinator. We look forward to serving you.

**PROCEDURES**

- Maximum of two representatives are allowed at any time.
- Organizations will be provided with 1 table and 2 chairs.
- The name of the sponsoring organization must be displayed.
- Tabling participants can ONLY offer free snacks or drinks that are non-alcoholic and prepackaged.
- Distribution by means involving shouting, yelling, or physically approaching individuals is prohibited, as is any interference with normal functions or interruption of the free flow of traffic.
- Solicitation of funds for means other than donations are strictly prohibited.
- Tables and chairs cannot be moved from the area for which the Rec/IM staff member places these items.

**DEPOSITS/PAYMENTS**

- Lobby Tables are free for EMU student organizations and departments during regular EMU Rec/IM operating hours.
- External organizations are NOT permitted to rent lobby tables under any circumstances.

**CANCELLATIONS**

- Cancellation MUST be received in writing (email) within 48 hours of the event date or future tabling permissions could be revoked.
- Rec/IM reserves the right to deny any and all lobby table rental requests as well as cancel scheduled events without cause.

**SIGNS/DECORATIONS**

- Lobby Table reservations are for one (1) six-foot table and two (2) chairs. It does not include the use of walls, windows or doors for posting of any materials.
- If the posting of signs is needed for your event, please bring supplies to set up the poster or sign on the table (e.g., e-clip, easel).

- Lobby tables are limited to one easel or e-clip.

### **MERCHANDISING**

- Merchandising is prohibited at the lobby tables in the Rec/IM.
- No credit card solicitation is permitted (except by EMU affiliated banks).
- Vendors may not aggressively solicit their product or services and/or block the flow of building patrons.
- The vendor must stay behind the lobby table. Campus grounds or parking lot solicitation is not permitted.

### **TRASH/DAMAGE**

The sponsoring organization is responsible for all trash/litter incurred. Fees will be assessed for organizations who do not comply with the trash/damage policy. In addition to fees, a loss of privileges for future tabling events could occur.

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Your signed confirmation or use of this facility serves as your statement of compliance with event and building regulations and as your agreement to the procedures listed below in this reservation confirmation. Please sign and return the confirmation and signed signature page to Alyssa Miller (Graduate Assistant of Facility Scheduling) prior to the date of tabling event at [amill155@emich.edu](mailto:amill155@emich.edu)

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Customer Signature

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Customer Name (please print)

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Sponsoring EMU Student Organization or EMU Department Name (please print)

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Date

*Last Updated: August 31, 2021*