

GUIDELINES FOR TABLING IN LUCAS HALL

1. Tables may be reserved from 9:15 a.m.-7:00 p.m. on Wednesday & Thursday only.
2. Tables may only be reserved, by the same entity, two (2) times in a single month.
3. Tables must always have someone in attendance. The tabler must stay at the designated location, not wander around, nor shout or otherwise bring attention to their display.
4. Tables are not to be used as unattended sources of information.
5. Items unattended will be discarded.
6. Music and videotape / DVD are not permitted.
7. The Dukes Business Service Center does not store items.
8. Signage taped behind the table provided is unacceptable.
9. Tables may only be reserved in designated locations. Only tables provided by the Dukes Business Service Center may be used; therefore, standard Lucas Hall tables cannot be used for tabling. A single chair is provided for each table reserved.
10. Distribution of food and beverage products that conflict with the University's contract with Bon Appetite is not allowed.
11. The Dukes Business Service Center reserves the right to define appropriate behavior as needed to ensure a peaceful academic environment.