This is a University Center policy that is implemented by UC Administration. Use of table tents in the dining facilities must be approved by UC Administration (University Center, Room 250). In order for this process to be the most beneficial to you and your organization we request that you observe the following guidelines:

1. Only university departments and recognized student organizations are allowed to sign up and reserve table tent space. Dates are assigned on a first-come, first-serve basis.
2. Bring master copy of your table tent to UC Administration before you have them duplicated.
3. UC Administration will place an approval stamp on your table tent, the date your organization can put the tents up, and the date the tents will be pulled. All tents need to be stamped and dated before they are put out on any listed location, otherwise they will be discarded.
4. Table tents can run for a total of four consecutive days, this includes weekend days.
5. Only two organizations can run table tents per location at the same time.
6. **Distribution:** Sponsor organizations will be responsible for putting out the table tents on the first day of their four day reservation between 10am-11am or 2pm-3pm.
7. **Removal:** All table tents will remain in place until the end of the fourth day. Food services and Building Managers will be responsible for removing table tents in all dining facilities with no cost to the organization/department. Locations and table quantities are listed below:

   **University Center:**
   - Down Under-50
   - Graham Street Café/Willy’s 360°/Surinak Lounge-18
   - Ike Schaffer Commons/Concourse-60
   - UC Total: 128

   **Dining Halls:**
   - Drumlin-25
   - Esker-75
   - Prairie Street Café-25
   - Dining Hall total: 197 Total: 253

8. All table tents must meet the following requirements:
   A. Table tents are not to exceed 4 ¼”, 5 ⅞” or 3” in any given dimension simultaneously (see diagram below). The circular tents are easiest to make and are often the most stable.

   ![Diagram of table tent dimensions]

   **Not to exceed 3”**
   **Not to exceed 5.5”**
   **Not to exceed 4.25”**

   B. If the table tent cannot stand upright on its own, it will be discarded.
   C. All table tents must be copied onto 110# cardstock to aid stability, as eating tables are highly trafficked areas. (Note: cardstock is not available at Career & Leadership Development copy services).

9. All table tents promoting the irresponsible use of alcohol, using profanity, or implying sexual, racial, orientation or discrimination of any kind will not be allowed.

   *Please allow enough time for approval before table tents are taken for duplication. It is recommended that the organization comes in at least 2 days prior to duplicating all copies out for approval.

   *Printing services is located in the lower level of Moraine Hall - The University Bookstore. They can provide copying services and paper availability. Academic year Hours: 8am-6pm, Monday-Thursday. 8am-4:15pm, Friday. 11am-3 pm, Saturday. Closed, Sunday. Phone: 262-472-1002

   *C&LD is also available for copy and paper services to student organizations. Career & Leadership Development does not have 110# cardstock available. Hours: 8am-5pm, Monday-Thursday. 8am-4:30pm, Friday. Phone: 262-472-1471

Date Last Revised: 6/5/13