

HALLWAY TABLE REGULATIONS

This policy statement establishes the guidelines for the use of Hallway Tables within the University Center, Esker and Drumlin Halls. This is a University Center policy that is implemented by the Warhawk Involvement Center.

PROCEDURES REGARDING APPRIOPRIATE USE

1. Only recognized student organizations and University departments and committees (herein referred to as "Sponsors") are eligible to use hallway tables.
2. Each sponsor will be provided with one 5 foot table and two chairs within a 5' x 4' space.
3. Sponsors must register in advance for the use of hallway tables. Reservations are made on a first-come, first-serve basis with the University Center Room Reservations, UC 253.

Advance registration is limited to a maximum of ten days at one time for each sponsor. This provides the opportunity for more sponsors to use hallway tables.

4. Hallway tables must be staffed during the entire time of use by the sponsor.
5. Each sponsor is responsible for the removal of all materials at the end of each day. There will be no overnight storage of items, and the University Center Reservations is not responsible for the security of items during load in, sale or load out.
6. Groups delinquent in the payment of applicable room, food or service charges will be denied the use of facilities and services until time as all past due accounts are paid.

USE OF HALLWAY TABLES FOR SALES AND FUNDRAISING

1. Sponsors may conduct sales and fundraising activities at hallway tables provided the activity adheres to all guidelines outlined in the University Policy for Campus Sales and Solicitation, and the Fundraising//Sales Policy for Recognized Student Organizations, Student Committees and Student Groups. In additions, all sales must comply with the UW System Policy and Competition with the Private Sector. Prior approval must be obtained from staff in University Center Reservations, John Peterson, UC 253.
2. Credit Card sales are prohibited in the University Center Esker, Drumlin Halls (approved by the University Center Board, March, 1995). The determination of what items are appropriate for sale shall be made by University Center Reservations Office. Please see the Fundraising/Sales Policy for Recognized Student Organizations, Student Committees, and Student Groups for more information about appropriate and inappropriate sales.

HALLYWAY TABLE SALES CONDUCTED BY PRIVATE VENDORS:

1. Outside vendors are permitted to sell items on a periodic basis provided the following conditions are met:

- a. The vendor must be sponsored by a recognized student organization, University department or committee.
- b. There is a \$50 daily fee for the rental of each table in Esker, Drumlin or University center. A Personal Services Contract must be completed and returned with full payment prior to the use of the space in Esker, Drumlin or University Center. The Personal Services Contract may be obtained in the University Center Reservations office. The table rental fee is payable to UW-Whitewater to provide for the cost of space and table use. The exception to this is vendors sponsored by the Student Entertainment & Awareness League (SEAL), that sponsors vendors selling items that are unique and not typically for sale in the Whitewater community. SEAL will negotiate a separate contract with vendors with checks payable to SEAL. Money collected by SEAL support additional programming for the campus.
- c. All sales must comply with the UW System Policy on Competition with the Private Sector. Sales are limited to designated hallway tables. Exceptions to the designated locations may be made by the UC Executive Director.
- d. All Sales must comply with all other guidelines listed in this policy.
- e. The University Center reserves the right to waive fees for vendors that are providing a service to the University community, or are contracted by the University, or are University Center Units.
- f. Hallway vendors are limited to one 5 foot table with two chairs. The sponsoring organization is responsible to reserve the space with the University Center Reservations office, UC 253.
- g. Each Vendor is limited to a maximum of five days of space use in the UC, Esker and Drumlin Halls per semester.
- h. Events held in the building, as well as student organizations, have priority over vendor sales. Therefore, the University Center reserves the right to reassign space for vendor sales if the primary space is to be used for an event.
- i. Vendors must sell items that are appropriate for sale on campus (see Use of Hallway Tables for sales and Fundraising above). Items for sale must be unique (meaning not for sale in the campus or Whitewater community. Appropriate shall be determined by the staff at the University Center Reservations office.
- j. No food or beverage may be sold by outside vendors.
- k. All load-in and load-out shall take place within the normal building house.
- l. The university Center will not provide any overnight storage of vendor items and is not responsible for security of items during load-in, sale and load-out.
- m. The University Center has the right to cancel the contract with a vendor if these guidelines are not followed.

USE OF HALLWAY TABLES BY OUTSIDE ORGANIZATIONS

1. Organizations that are not part of UW-Whitewater are permitted to use hallway tables provided the following conditions are met:
 - a. The vendor must be sponsored by a recognized student organization, University department or committee.
 - b. There is a \$50 daily fee for the rental of each table in the UC, Esker, Drumlin Halls. A Personal Services Contract must be completed and returned with full payment prior to the use of the space in the UC, Esker or Drumlin Halls. The Personal Service Contract may be obtained in the University Center Room Reservations, UC 253. The table rental fee is payable to UW-Whitewater to provide for the cost and space and table use. The exception to this is vendors sponsored by the Student Entertainment & Awareness League (SEAL), that sponsors vendors selling items that are unique and not typically for sale in the Whitewater community. SEAL will negotiate a separate contract with vendors with checks payable to SEAL. Money collected by SEAL support additional programming for the campus.
 - c. All sales must comply with the UW System Policy on Competition with the Private Sector. Sales are limited to designated hallway tables. Exceptions to the designated locations may be made by the UC Executive Director.
 - d. Hallway vendors are limited to one 5 foot table with two chairs. The sponsoring organization is responsible to reserve the space with the University Center Reservations office, UC 253
 - e. Organizations are limited to a maximum of five days of space use in the UC, Esker and Drumlin Halls per semester.
 - f. Events held in the University Center and use of hallway tables by student organizations, have priority over the use of hallway tables by outside organizations. Therefore, the University Center reserves the right to reassign space for vendor sales if the primary space is to be used for an event.
 - g. All load-in and load-out shall take place within the normal building house.
 - h. The university Center will not provide any overnight storage of vendor items and is not responsible for security of items during load-in, sale and load-out.
 - i. The University Center has the right to cancel the contract with an outside organization if these guidelines are not followed.

BEHAVIOR

1. Hallway table use will be denied for sponsor advertising activities which encourage the irresponsible use of alcohol, for activities which promote or imply discrimination on the basis of race, color, gender, creed, religion, age, ancestry, nation origin, disability, sexual orientation, pregnancy, political affiliation, martial or parental status, Vietnam-era veteran status or arrest and conviction record.
2. The operation of the hallway table must be conducted in a manner which will not interfere with hallway traffic.
3. The behavior of individuals staffing hallway tables must be appropriate to a public setting. Disruptions to offices, Center patrons, dining areas, lounge areas and hallways will not be tolerated.
4. **High pressure sales and intimidations of UC patrons is prohibited.**

HALLWAY TABLE LOCATIONS (LE SEE MAP PROVIDED)

University Center – 7
Drumlin Hall – 2
Esker Hall – 2

Failure to observe any of the above conditions may be cause for immediate loss of hallway table privileges in the University Center, Esker and Drumlin Halls.

Date Last Revised: 1/31/08
Source: University Center Board.