

## **Table Rentals for Student Organizations and University Departments or Organizations**

**Summary/Purpose:** This policy is for reserving table space on campus for student organizations and university departments or organizations.

In order to ensure that table reservations conducted on campus are in accordance with established policies and procedures, the Ole Miss Student Union retains the authorization to supervise and manage all reservations on campus.

The following is the policy for reserving space for Student Organizations and Campus Departments:

1. Reservations are made through the Ole Miss Student Union, where the reservation agreement must be completed.
2. Rental is open to all registered student organizations and campus departments at no charge.
3. Space for student organizations or campus departments is available between the Lott Leadership Institute and Weir Hall from 9:00 a.m. - 4:00 p.m. during the week on Monday through Friday.
4. Due to fire code and building regulations, tables may not be moved from assigned spaces. In the event of inclement weather, table reservations are at the discretion of the user.
5. There can be no sales, solicitations or marketing that will conflict with the exclusive sales agreement that the University has with contracted businesses and/or corporations. This includes providing food or drinks that conflict with existing contracts the university has with vendors (e.g. non-Coca Cola products, cookies, and other items). For clarification, please contact the Ole Miss Student Union.
6. Student organizations and campus departments may collect money and/or goods/items for charitable organizations, military personnel, etc.
7. Fronting is prohibited. Fronting is when an individual or organization uses university space/facilities and services under the guise that the activity is a university-sponsored program. Violators will have their reservation privileges revoked.
8. At the discretion of the Ole Miss Student Union, student organizations and campus departments may forfeit their right to reserve space if they fail to appear on the date(s) reserved.
9. Interpretation of the regulations and their adjustment to special circumstances shall be the prerogative of the Ole Miss Student Union.

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10. In the event that the university suspends campus activities or closes, the table reservation will be cancelled, and the user will have the opportunity to reschedule.
11. Failure to abide by these guidelines will result in loss of privileges and/or referral to the Office of Conflict Resolution and Student Conduct.