

STUDENT ENGAGEMENT

INDOOR DISTRIBUTION OF LITERATURE (TABLE) REQUEST FORM

This form **MUST** be fully completed & approved, a minimum of **1 week** in advance for any request. Space and table availability is limited and reservations are allocated on a first come first served basis. Priority will be given in the following order: College student organizations, College departments, community members/organizations.

Space permitting, each individual or group is limited to a maximum of four (4) table reservations per month.

Internal Reservations (External on following page):

Sponsoring Student Club/Org or College Department: _____

Club/Org Account Number (if applicable): _____

Date(s) of Activity: _____

Table Access needed from: _____ AM/PM until _____ AM/PM

**Table access is permitted between 8am to 11pm on days when the campus is open*

Location(s)

First Choice: _____

Second Choice: _____

Location options: Building A hallway, Building D Rotunda, Building J Lobby, Building L near bookstore, Building Z hallway (Avante)

Contact Name: _____

Email: _____

Phone: _____

Club/Org Advisor (if applicable): _____

Goal of Use & Intended Activities:

By signing this document, it is insured that the participant has read and will comply with all rules and relations stated on the attachment to this document and those outlined in the Free Speech and Expressive Activities Policy, found on harpercollege.edu.

Campus Contact Signature: _____ Date: _____

Club/Org Advisor Signature (if applicable): _____ Date: _____

External Reservations:

Name of External Organization: _____

Address of Organization: _____

Website of Organization: _____

General Function and Purpose of Organization: _____

Date(s) of Activity: _____

Table Access needed from: _____ AM/PM until _____ AM/PM

**Table access is permitted between 8am to 11pm on days when the campus is open*

Location(s)

First Choice: _____

Second Choice: _____

Location options: Building A hallway, Building D Rotunda, Building J Lobby, Building L near bookstore, Building Z hallway (Avante)

Contact for the Reservation: _____

Email: _____ Phone: _____

Name(s) of all persons who will staff the reserved space: _____

**To prevent crowding, tabling is limited to four (4) persons per table*

Goal of Use & Intended Activities:

By signing this document, it is insured that the individual or organization/agency representative has read and the individual or the representative's organization/agency will comply with all rules and relations stated on the attachment to this document and those outlined in the Free Speech and Expressive Activities Policy, found on harpercollege.edu.

Signature: _____ Date: _____

Print Name of Signer: _____ Title: _____

Student Engagement Use Only:

Request Received by: _____ Date/Time: _____

Title: _____

Approved By: _____ Date/Time: _____

Title of Approver: _____

Space Request Reserved in R25: _____ Date: _____

Initials of R25 User

Section IV of the Free Speech and Expressive Activities Policy: Indoor Distribution of Literature (“Tabling”) Guidelines. The policy in full, including what constitutes a violation of the policy, can be found on www.harpercollege.edu here:

<https://www.harpercollege.edu/catalog/handbook/policies/academic/freespeech.php>

IV: Indoor Distribution of Literature (“Tabling”) Guidelines

1. Indoor Distribution of Literature is only allowed in designated areas in Buildings A, Z, J lobby, D and L through reserved tabling activities. Unregulated Indoor Distribution of Literature has the potential to disrupt College operations, produce litter, and result in unplanned clean-up costs.

- Table Reservations are allocated on a first come first served basis. Priority will be given in the following order:
- College Student Organizations
- College Departments
- Community members/organizations

Space permitting, each individual or group is limited to a maximum of four (4) table reservations per month.

2. To prevent crowding, tabling is limited to four (4) persons per table.

3. Persons tabling may not leave the table to approach anyone and they must clearly identify themselves to individuals who visit the table. With limited exceptions (see “Solicitation” section of this policy for additional information), the solicitation of funds is prohibited. *Any sale of goods or services must be approved by Student Engagement.*

4. Tabling may be temporarily prohibited in a particular building when that building is reserved for a College sponsored activity. Should the College require the use of any building which includes a previously reserved table location, then every effort will be made to relocate or reschedule that tabling reservation.