Reserving Table Spaces at the Joe Crowley Student Union

Joe Crowley Student Union information tabling spots are available to on-campus and off-campus groups. If you are an off-campus group please refer to the section below.

On-Campus Group Tabling Information

All ASUN recognized student groups must fill out a Student Event Advisory Board (SEAB) Form before requesting a tabling spot. GSA recognized groups are exempt from this.

- The Joe has 15 reservable tabling spots. All reservations must be made with the CSU Scheduling Office located in the 4th floor Administration Office.
- Each tabling spot is 10 ft by 10 ft. The Joe will provide one table and up to three chairs for each tabling spot.
- Groups reserving tabling spaces may have approved sound. Excessive amplified sound will not be allowed. The CSU Staff has the final decision in the use of amplified sound.
- Cancellations of tabling spaces should be made by 12 noon on the business day before the reservation.
- All tables are confined to their original location – tables may not be moved by anyone other than CSU Staff.
- Food may be sold or given away at table spaces 10 to 15, only.
- Most tabling spaces can accommodate power, pop-up shade tents, and cooking. Exceptions to these are listed below: Pop-up tents must be secured with weights, sand bags or water. Stakes may not be used at any time.
  - Table spaces 1 & 2 cannot have cooking
  - Table spaces 4, & 5 cannot have pop-up shade tents
  - Table spaces 6 & 7 do not have access to power
- All groups are required to sign and submit a CSU Tabling Agreement
- Per Section 5304 of the University Administrative Manual, the official representative(s) or the designee(s) from the sponsoring University group must be physically present at the tabling spot being sponsored for the duration of the reservation, including set-up and post-event clean-up.
- In the case of inclement weather, indoor tabling locations are not guaranteed.

The Joe provides no reservable indoor tabling spots.