

Tabling Policy

The Tabling Policy was developed to promote efficiency and orderly use of campus facilities and to ensure that The Associated Students of the University of Nevada Recognized Clubs and Organizations have equitable allocation of campus space for tabling. The general policy operates in conjunction with specific deadlines, policies, and regulations currently in effect with the University of Nevada, Reno, The Associated Students of the University of Nevada, the Joe Crowley Student Union & Scheduling Services.

Failure to comply with campus regulations and policies pertaining to tabling may result in cancellation by the Student Events Advisory Board (SEAB). SEAB reserves the right to cancel a space reservation at any time safety, the orderly operation of the campus, and violation of University Policy/Procedure become an obstacle to a safe learning environment for the University community.

Tabling Defined

For the purpose of this policy, “tabling” is defined as any social event that requires a table space to be reserved by Scheduling Services or the Jot Travis Student Union by an ASUN recognized Club or Organization. The primary purpose of tabling is for:

- Exchange of information (disseminating applications, information, etc.)
- Fundraising (sale of food, nonalcoholic drinks, baked goods, t-shirts, flowers, etc.)
- Ticket Distribution (for on campus or off campus events)

Tabling Procedures

Any ASUN Recognized Club or Organization seeking to use campus facilities to reserve a table must:

- Submit an [SEAB form](#)
- Reserve tabling space by contacting the [Joe Scheduling Office or University Scheduling Services](#)
- Contact [Facilities Services](#) if table(s) and chair(s) will be needed
- Receive final confirmation from SEAB via email with tabling expectations

Expectations and Tips for Types of Tabling

- **Fundraisers**

Any ASUN recognized Club and Organization that fundraises is held responsible for reserving a cash box with the ASUN Accounting Office prior to their fundraiser. Arrangements should be made through the ASUN Accounting Office (784-6589) at least 5 business days before your table reservation.

The ASUN Accounting Office will not provide cash advances or monetary change for your fundraiser, therefore, please make arrangements to collect monetary resources for change prior to the fundraiser. If checks will be deposited, please make the checks payable to the Board of Regents. The organization should deposit the monies to the ASUN Accounting Office between 8:00 a.m. – 8:00 p.m., Monday – Friday or Saturday between 10:00 a.m. to 6:00 p.m. to the club account within 72 hours of the fundraiser.

- **Food**

When using hot/cold food for your event, it is the club's responsibility to provide burners and appropriate equipment to maintain to proper temperature the freshness of the food. Use gloves (latex) to handle food properly and hygienically. This pertains to barbecues, bake sales, and any other type of food distribution. When hosting a barbecue, be sure to place card boards or a tarp below the grill to prevent oil stains.

- **ASUN Kitchen**

ASUN Recognized Clubs and Organizations have access to the kitchen next in the ASUN Center for Student Engagement. Each user is responsible for cleaning the kitchen after each use.

- **Music**

Organizations can request the [ASUN Sound and Lights](#) equipment for their event on campus, 2 weeks in advance. Please note that amplified music can only be played between 12:00 p.m. to 1:00 p.m. in Hilliard Plaza. For more information, review the [University Amplified Sound Policy](#).