

# LIBERTY

## UNIVERSITY

### EVENTS

## Tabling Policies

1. All tabling should provide value to Liberty University students in a measureable way.
2. All tabling requests must be approved and scheduled before any group may use the available tabling spots.
3. No sales are permitted in academic areas.
4. Any audio used at tabling spots should be cognizant of what is going on around them; sound may be asked to be turned down or off.
5. Any group using a tabling spot on Liberty University's campus must stay within the 10ft by 6ft space assigned to them.
6. No signs should be hung or fixed to any walls, doors, windows or other fixtures.
7. No doors, fire extinguishers, fire alarms or exit signs should be blocked by any setup included in any tabling.
8. All signage should be free standing (either on a table or right next to the table on the floor); no writing is allowed on the flooring or walls.
9. If food and/or drink is going to be sold or given out for free it must be approved beforehand; please include this information on your initial request.
10. Any tabling that solicits must have approval from Career Services before coming on campus.
11. Furniture near tabling spots must not be moved.
12. External guests that table on campus may do so between 9am and 4p; after scheduling a specific tabling spot.
13. All tabling must be in line with the Liberty Way.