Table Tent Policy

1. Display of table tents is restricted to McDonald’s, Subway, Roman and Renaissance rooms. A sponsoring group is responsible for obtaining approval through McDonald’s management.

2. Each group is allowed to have only one table tent per table, per day. A maximum total of 225 table tents should be printed to accommodate approved Student Center table tent tables.

3. Groups may display table tents for a maximum of one week. Groups are restricted to a maximum of four permits per semester. These permits may not be consecutive to each other unless there is prior approval. Any requests for additional permits must be submitted and approved by Student Center Conferences and Scheduling Services.

4. An organization must request table tent space at least two business days in advance of the proposed display date.

5. Table tents shall be used for informational purposes only, and displayed only by Registered Student Organizations, University departments, or University constituency groups.

6. Advertisements of meetings and commercial activities are prohibited. Table tents may not be used for the purpose of advertising outside agencies.

7. Table tents must be freestanding, computer generated, produced on card-stock or a like material and may stand no taller than 8 ½” and may not exceed an unfolded size of 8 ½” x 11” unless approved by Student Center Conferences and Scheduling Services.

8. Content of table tents must have prior approval from Student Center Conferences and Scheduling Services and must always display the sponsoring organization’s name and title. Content may not offer information which is in direct competition with Student Center vendors, products and/or services.

9. The Student Center is not responsible for approved table tents that are taken or removed. The sponsoring group may replenish table tents which are removed during the permit period.

10. The sponsoring group is responsible for placing table tents on tables. Table tents will be removed by the Student Center when the permit expires.

11. Violation of table tent policies may subject the sponsoring organization to suspension of scheduling privileges for a period of sixteen academic weeks, not including summer semester.

12. Unresolved conflicts over content of table tent information and/or policy shall be decided by the Student Center Administration.