GENERAL TABLING GUIDELINES

Handing out Flyers and other items
When handing out flyers or asking for sign-ups, members must do so from behind or within 2 feet of the table(s). Club members may not walk around handing out items.

We must adhere to safety concerns regarding traffic flow and Fire lane policies.

Usage of Music or Amplified Sound
Music and amplified sound may not be used for tabling or campus events unless approved by the Office of Student Involvement.

Requesting speaker usage for your event must be submitted on CatLife and approved by OSI. A check in/check out system is used for any borrowed equipment.

Locations
Tabling outside of the designated areas in front of OSI or Scholars Lane is not permitted without permission of the Office of Student Involvement and will be reviewed on an event by event basis. Click here for site map.

For more information on permitted tabling locations check out our Tabling Tips and Tricks Guide

Large RCO's
Larger groups may host tabling on Scholars Lane, Pavilion Lawn, or University Plaza and are restricted to these spaces only.

The areas between the planters and the fire lane are approximately 10x10 feet and provide space for canopies and table(s). Canopies must meet CPAI-84 standards and have a 3 x 3 FCA Fire Code tag. Any canopies put up without the tag will be taken down. Canopies must be placed a minimum of 12 feet apart, unless approved otherwise. Canopies are allowed on Scholars Lane, Pavilion Lawn, University Plaza, but not in front of Sentinel Rock.

General Tabling Reminders
It is recommended no more than five people may staff the table at a time, as it may seem overwhelming for people to approach a table.

Tabling under the overhang of any building is not permitted. If there is not a sprinkler under the overhang, then tabling in that area is not permitted.

ALL clubs and organizations MUST submit their tabling request on CatLife 3-7 business days in advance.

Free Speech
Open expression, discussion, and debate are important aspects of the educational environment that UC Merced promotes. The right to free expression and association is actively protected and encouraged, even when positions advocated may be unpopular.

For more information on exercising your right to free speech on campus, please review the Expressive Activities and Assembly: Protests, Demonstrations, Non-University Speakers and Posting, and Peaceful Protest Form.

Special Exemptions
Special exemptions such as ASUCM Elections and Events requesting a daily event or programming requests must be approved by OSI.

External Groups/Community Visitors
Tabling spaces are available on Scholars Lane, Pavilion Lawn, and Sentinel Rock. Click here for locations.

Visitors are subject to campus policies and standards regarding risk, safety, and tabling location.

clubsandorgs@ucmerced.edu
Office of Student Involvement
Granite Pass 163
RCO Tabling Locations and External Groups/Community Visitors Tabling Locations

NOTE: All other spaces must be approved by the Office of Student Involvement