

## OFFICE OF STUDENT INVOLVEMENT



# 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.

## 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.

## 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.

## 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

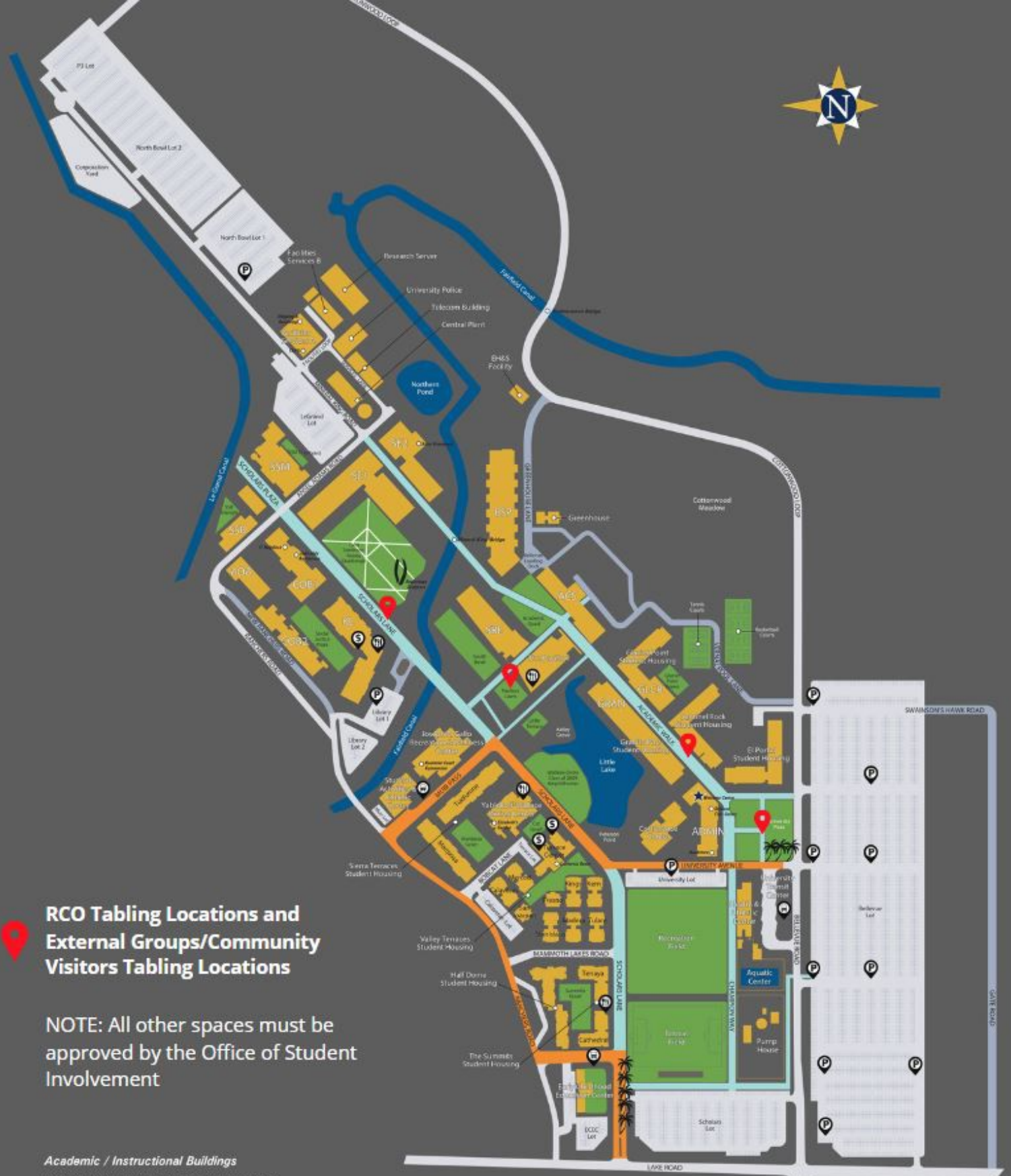
Larger groups may host tabling on Scholars Lane, Pavilion Lawn, or University Plaza and are restricted to these spaces only.

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**.

## 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](#).



### RCO Tabling Locations and External Groups/Community Visitors Tabling Locations

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

#### Academic / Instructional Buildings

- ACS - Arts & Computational Sciences Building
- ADMIN - Administration Building
- AOA - Academic Office Annex
- BSP - Biomedical Sciences and Physics Building
- COB1 - Classroom and Office Building 1
- COB2 - Classroom and Office Building 2
- GLCR - Glacier Point
- GRAN - Granite Pass
- KL - Leo and Dottie Kolligian Library
- SE1 - Science and Engineering Building 1
- SE2 - Science and Engineering Building 2
- SRE - Sustainability Research & Engineering Building
- SSR - Student Services Building

- Buildings
- Bus Route
- Main Pedestrian Paths
- Public Vehicle Pathways and Areas
- Service Vehicle Pathways
- ATM
- Bus Stop
- Food
- Parking Permit Dispenser
- Welcome Center