FACILITY POLICY
V. J. and Angela Skutt Student Center

SECTION
Reservations and Event Policies

NO.
3.14

ISSUED
January 2011

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May 2011
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POLICY
Outdoor Vendor Tables

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PURPOSE: Provide an opportunity for groups to reserve space outside the Skutt Student Center to display and/or sell items or services that will benefit the group and the students, staff and faculty, while being a source of revenue for the Skutt Student Center if the event is “for profit only” (financial gain/advertising/display/recruiting).

SOURCE: Skutt Student Center Advisory Board

POLICY: There will be a three-tiered category of users:
- Registered student organizations/university departments
- Fundraisers (student organizations/university departments/co-sponsored by a “for profit” group or individual)
- “For profit” groups & individuals (financial gain/advertising/display/recruiting)

Pricing structure:
- Tier 1-Registered student organizations/university departments- no charge.
- Tier 2- Fundraisers by student organizations/university departments- no charge. However, if they are cosponsored by a “for profit” group, there will be a charge of $100.00 for one table + $10.00 for each additional table. An exception will be allowed if the “for profit” group is rebating the University sponsor a minimum dollar amount equal to the applicable cost of the lobby table rental.
- Tier 3- “For profit” groups- $250.00 for one table, plus $100.00 for each additional table.

Locations available:
- Outside the Skutt Student Center on the Skinner Mall

Priority:
- First come, first served, with no exceptions.
- May reserve any time up to one year in advance.
- A time limit of three days per week will be imposed on “for profit” groups.

Cancellations/No Shows:
- 24-hour cancellation notice is required; otherwise the group will be considered a no show and may be assessed a no show fee. See policy 4.1 for fees
- The second no show by any group will result in a loss of table reservation privileges for the remainder of the semester and for the following semester.
Miscellaneous:
- Clients are required to remain behind their tables and not actively solicit customers to their locations.