

**FACILITY POLICY**  
**V. J. and ANGELA SKUTT STUDENT CENTER**

SECTION Facility Services			NO. 7.5		
ISSUED February, 1988	REV. January 1, 1992	REV. April 10, 2001	REV. September 15, 2003	REV. February 10, 2009	REV.
POLICY Vendor Lobby Table			PAGE 1 OF 2		

**PURPOSE:** Provide an opportunity for groups to reserve space in the Skutt Student Center to display and/or sell items or services that will benefit the group and the University community, while being a source of revenue for the 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 (correlate with tier category above):

- Registered student organizations/university departments- no charge.
- Fundraisers by student organizations/university departments- no charge. However, if they are cosponsored by a “for profit” group, there will be a charge of \$50.00 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.
- “For profit” groups- \$75.00 for one table, plus \$25.00 for each additional table.

Locations available:

- Two permanent tables flanking the fireplace on the east and west.
- One overflow table will be allowed for student groups only on the brick area adjacent to the west ballroom.
- Wall of Distinction entry for groups with large presentations that wish to reserve up to three tables.

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.

- 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.

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Signature/Date  
Skutt Student Center Advisory Board Member

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Signature/Date  
Vice President for Student Services  
Or Designated Representative