

**STUDENT UNION, INC.**  
**TABLE SPACE RESERVATION POLICIES**  
(Effective 8-24-05)

**Scheduling Policy:**

Recognized student organizations may schedule one of thirteen (13) table spaces outside the Student Union or one of four (4) table spaces inside the Student Union free of charge, unless a vendor is involved. Any time a vendor is involved, for a fundraiser or any other type of activity where commercial transactions may take place, the **vendor will be responsible for scheduling the space**, and the vendor will be charged a **fee of \$100/day\*** for the table space. **Off campus groups** may schedule table spaces for a **fee of \$100/day\***.

**Scheduling Procedures:**

One (1) reservation for **no more than five (5) consecutive days** may be made at a time. A **maximum of four (4) credit card or bank card vendors** will be allowed to schedule space on a given day, by date of reservation. (**As of 1-1-02 marketers of student credit cards are prohibited from offering gifts to students for filling out credit card applications**). Payment must be made in advance in the Event Services Office and a Table/Banner Request Form must be on file with the table policies.

Table spaces inside or outside the Student Union will be scheduled providing the following conditions are met:

- \_\_\_\_\_ initial 1. **Only two (2) 10 ft. x 8 ft. table spaces (inside) or one (1) 10 ft. x 8 ft. table space (outside) may be in use by any single organization at any one time.**
- \_\_\_\_\_ initial 2. **The size of the table space may not be larger than 10 feet wide x 8 feet deep.** Personal tables may be placed adjacent to the scheduled table as long as the **total table space does not exceed 10 feet x 8 feet.**
- \_\_\_\_\_ initial 3. No one is allowed to bring their own table to establish a table space, except during the first two weeks of each semester per approval of the Event Services Office. (See "Rush Period" Table Space Policies)
- \_\_\_\_\_ initial 4. **Canopies and umbrellas** of appropriate size and in good condition will be **allowed only at outside tables A, B, and C**, subject to Event Services Office approval on the day of use. Canopies may be no larger than 10' x 10', and may not present a trip hazard for passers by. Umbrellas must be placed directly adjacent to the scheduled table.
- \_\_\_\_\_ initial 5. Tables may not be brought into, nor removed from, the Student Union building.
- \_\_\_\_\_ initial 6. **The flow of traffic through the table walkway area may not be disturbed either by the table space itself or by the actions of those at the table space. Individuals passing by may be attracted only in a passive, non-disturbing manner, and they may not be approached.**
- \_\_\_\_\_ initial 7. **No electricity is available, and use of electricity is not permitted, at outdoor locations.**
- \_\_\_\_\_ initial 8. **No backup location is provided in case of rain. Another day may be scheduled if it rains within four (4) hours of scheduled use time. No refunds will be granted.**
- \_\_\_\_\_ initial 9. **Amplified sound** (i.e., microphones, radios, radio stations or DJ's) **is not allowed.**
- \_\_\_\_\_ initial 10. No circulation of false, misleading, or illegal advertising is allowed.
- \_\_\_\_\_ initial 11. All University and Student Union Policies must be observed as applicable.
- \_\_\_\_\_ initial 12. Anyone representing credit card/bank card companies must present a letter, printed on corporate letterhead with a contact name and phone number, stating authorization to solicit applications on campus.
- \_\_\_\_\_ initial 13. **All required paperwork must be on file in the Event Services Office, along with payment, five (5) working days prior to space use or the reservation will be canceled.**

Printed Name	Title	Event Services Approval
Signature	Date	Date

See Reverse for Specific Requirements for Commercial Transactions.

**Please contact the Event Services Office at (408) 924-6300 for further information.**

## SPECIFIC REQUIREMENTS FOR COMMERCIAL TRANSACTIONS

A **vendor** reserving a table space to conduct commercial transactions **must present a business license, or valid California resale permit, and a certificate of insurance.** The certificate of insurance must show proof of liability for personal injury and property damage in amounts sufficient to pay for accidents or incidents arising from operation of the table space, and worker's compensation insurance as required by California law. In lieu of such certificate, vendor shall sign a Waiver and Release of Liability Agreement.

In addition, **written approval must be obtained by Spartan Bookstore for any commercial transactions.** Certain specific types of items will not be approved. This list includes, but is not limited to:

- SJSU emblematic clothing or merchandise
- Commercially available books
- Magazines
- Note cards
- School supplies
- Computers or computer supplies

A vendor table space reservation will not be considered accepted until approval has been obtained from Spartan Bookstore. **All required paperwork must be on file in the Event Services Office, along with payment, five (5) business days prior to space use (or at the time of reservation if less than 5 days until requested date of use) or the reservation will be canceled.**

**Note: During the first two weeks of each semester ("rush period") the only table spaces available to vendors are the three (3) outside tables marked A, B and C, and the four (4) indoor tables (#'s 11-14). The fee for each of these tables during the "rush period" is \$100/day\* for the indoor tables (#'s 11-14) and \$150/day\* for the outdoor tables (A, B, C).**

**\*Prices may be subject to change at any time without notice.**

### **Spartan Bookstore Approval for Commercial Transactions by Vendor:**

Printed Name	Title	Event Services Approval
Signature	Date	Date

**Please contact the Event Services Office at (408) 924-6300 for further information.**