

BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

SUBJECT: *Indoor Tabling Guidelines*

EFFECTIVE DATE: August 22, 2025

BOARD POLICY REFERENCE: DGC, DHC, FI, and GD

PURPOSE

These Tabling Guidelines apply to all departments, organizations, and college-sponsored events that require an indoor table setup for distribution, engagement, or display purposes. All requests for table reservations must follow the process outlined herein.

1. Indoor tabling is reserved for registered student organizations (RSOs), registered employee organizations (ESOs), Blinn College District (College District) Departments, and government entities. Any outside **non-profit** organization that wants to use an indoor table must be sponsored by a registered student organization, registered employee organization, or a College District Department. “Sponsored” means that the event is hosted by the registered student organization, registered employee organization, or a College District Department. For any non-profit entity wanting to have a table, they must be sponsored by/invited by the RSO, ESO, or College District Department. This requirement does not apply to military recruiters or colleges/universities.
2. Individuals or for-profit organizations are not permitted to use College District property for financial gain. For-profits groups cannot sell goods or services on campus.
3. Pre-approved employer recruitment efforts may occur on campus with approval of the Vice Chancellor, Student Services or designee. Employer recruiters must be sponsored by an RSO or ESO and that RSO or ESO must submit an Indoor Tabling Request online for that recruitment event.
4. Priority will be given to RSOs, ESOs, and College District departments who are interested in information distribution.
5. SLA will provide one table and two chairs per organization for tabling events. SLA will set up and assign tables based on space availability and reservations. Organizations are not allowed to move the tables or any other furniture. “Reserved” signage with the approved organization’s name will be placed upon the table.
6. The table must be staffed by a representative of the reserving/sponsoring organization at all times. The representative must be a member of the College District community (faculty, staff, student). Organizations cannot make a reservation and allow a different organization to use the table. Government entities do not require a sponsor or College District representative.

7. College District Departments, ESOs, and RSOs shall not use their privileges to reserve tables as a “front” for a non-College District group or commercial entity. If an ESO, RSO, or College District Department is found to be reserving a table for a non-College District group or commercial entity, both parties will be subject to an automatic infraction and loss of tabling privileges for the remainder of the semester. Outside companies interested in recruiting students for employment may be referred to the Office of Student Leadership and Activities of the respective campus.
8. Goods (food, t-shirts, etc.) may be sold according to Board Policy DHC(LOCAL) and FI(LOCAL). For food safety reasons, the only items allowed for food sale fund-raisers are pre-packaged and/or baked goods. Groups selling other food items will lose table space scheduling privileges for the remainder of the semester.
9. ESOs, RSOs and College District Departments are responsible for maintaining the area that they have reserved. They are also responsible for cleaning up after their event. ESOs, RSOs, and College District Departments will be required to pay the cost of the repair and replacement of College District property.
10. Items may not be taped to walls or windows. Groups will be charged for any damage caused.
11. All items must fit on top of or under the table. All activities and distribution of materials is permitted from the table only. Individuals may not stand in doorways and/or halls to distribute flyers, brochures or other items. Small banners or display boards may be placed directly behind the table as long as they do not obstruct pathways, doorways, or other tables.
12. Any distributed materials or literature must strictly comply with College District Board Policy and Administrative Regulations. Such materials cannot be “forced” upon anyone to accept. Groups are responsible for the clean up of any items left behind or thrown away by students.
13. Amplified sound is not allowed indoors. Blinn events such as the Housing Fair, etc., are exempt from the amplified sound prohibition, though are prohibited from causing any disturbance to normal operations and activities of the College.
14. ESOs, RSOs, College District Departments, and sponsored non-profit organizations must abide by all College District Board Policy and Administrative Regulations when using a table.

A. TABLE RESERVATIONS

1. Table reservations are accepted on a first-come, first-served basis. Groups without a reservation confirmation will be asked to leave.
2. The sponsoring ESO, RSO or College District Department must submit a tabling request form on behalf of the sponsored non-profit organization to the Student Leadership and Activities (SLA) Office. Requests must be submitted at least five (5) business days in advance of the event. Requests cannot be made more than three (3) months prior to the date of the event. The

reservation is not confirmed until the requester receives a confirmation email from SLA. Internal organizations must submit tabling requests at least two (2) business days in advance of the event.

3. Standing or recurring reservations are **not** accepted. Each table event must have its own individual table request. Each table event is limited to three (3) consecutive days. Multi-day event requests may be denied, limited, or shortened if there are more advance reservation requests than there is time and space to accommodate the requests.
4. Cancellations must be made at least one business day in advance.
5. No group may make more than five (5) table reservations per calendar month.
6. Tabling is **not permitted the last full week of classes each semester, finals week, winter break, spring break, or any time the College District is closed.**
7. The College District reserves the right to change, cancel or deny a reservation or request for reservation. If the College District exercises that right, then every effort will be made to contact the organization or department that made the reservation.

B. INFRACTIONS

Any group's failure to abide by College District Board Policies and/or Administrative Regulations will result in the following consequence(s):

Infractions will be reported to SLA or to the Student Services Office. All reports need to be acted upon within a reasonable timeframe. The Student Services Office to be responsible for any warnings and sanctions. See Policies DGC(LOCAL) and GD(LOCAL).

1. **First Infraction:** A warning will be issued in person to the organization/department representative and via-email to the President and Advisor of the ESO, RSO or the College District Department Supervisor regarding the infraction.
2. **Second Infraction:** An official sanction will be emailed to the President and Advisor of the ESO, RSO or the College District Department Supervisor citing the specific violations. The ESO, RSO or College District Department will not be permitted to table for one calendar month.
3. **Third Infraction:** An official sanction will be emailed to the President and Advisor of the ESO, RSO or the College District Department Supervisor citing specific violations. The ESO, RSO or College District Department will not be permitted to table for the remainder of the academic year.
4. ***The SLA Office reserves the right to suspend tabling and equipment loans at any time.***

5. If the ESO President/Advisor, RSO President/Advisor or College District Department disagrees with a violation or consequence, then the following process is provided to request a review of the decision:
 - a. The ESO President/Advisor, RSO President/Advisor or College District Department representative must submit a request for review of the violation or consequence to the Dean, Student Engagement via email within three (3) business days of receipt of the violation.
 - b. The Dean, Student Engagement will make a decision concerning the request for review and communicate the decision to the requestor in writing via email within ten (10) business days of the request to review the violation. The decision of the Dean, Student Engagement is final.