NOTE: All tabling requests should be submitted at least two days in advance and only allowed during the hours of 9 AM to 5 PM Monday through Friday.

- **Furniture:**
  - **Tabling (Inside the Lobby/Outside on Lower Patio or Upper Patio):** We provide 1 four-foot table and folding chairs. Requests for more tables must be submitted at time of reservation.
  - **Lobby:** Can be reserved by special request to the OCL via e-mail to Ashley Murray.

- **Food** may be brought into the space as long as it is cleaned after the event; certain events may require a facilities cleaning after the event. (Outside food & Tufts Catering is permitted.)
  - To order Tufts Catering, call (617) 627-3411. A completed Interdepartmental Requisition (IDR), with the appropriate department number to be charged, must be sent to the Catering Office at 89 Curtis St.
  - Warmers, sternos, hot pots, etc. may NOT be used as part of any food sale. Food needing to be served hot must be provided by an outside caterer with the proper equipment and credentials.
  - Events with alcohol are not permitted in this space.
  - Please refer to the Tufts University's Food Policy for additional information.

- **Baked Good Sales:** Food sales as fundraisers for student organizations are limited to bake sales. Organizations may host no more than one bake sale per month and may not be back to back days.
  - All food for sale MUST be clearly identified with ingredients listed, wrapped individually and may not be sold following the end of the bake sale time.

- **A/V:** There is no A/V equipment in this space.
  - **Student Organizations** may request use of a projector or sound system in the Campus Center, for no charge, through e-mail to Ashley Murray. Any additional A/V must be approved through the OCL and ordered through an on-line request to Audio Visual Services at least 10 business days before your event.
  - **Departments** must order through an on-line request to Audio Visual Services at least 10 business days before your event. A/V On-line Request Form

- **Advertisements/Posters:** Please only post on the bulletin boards or table. We do NOT allow anything to be taped or tacked to walls, doors or columns.
  - We do have easels you may borrow, ask the OCL upon arrival.

It is important to remember that you and your organization are responsible for the proper use of Campus Center space. Groups that do not adhere to the room policy may lose the privilege to use the space in the future and may be charged for damages.