

MAYER CAMPUS CENTER TABLES & LOBBY

NOTE: All tabling requests should be submitted at least two days in advance and only allowed during the hours of 9 am – 5 pm, Monday through Friday. Weekend tabling is not permitted. Special requests for certain weekends may be made to the Office for Campus Life at ocl@tufts.edu.

Requests:

Student Organizations/Campus Departments requesting to table in the Mayer Campus Center should do so through the [Tufts Space and Resource Reservation System](#). You would search for Mayer Campus Center then Mayer Campus Center Tables.

Tables on Campus Center Patios: *If you are looking to table on the Upper or Lower Campus Center patios, first reserve the actual patio space on the reservation system. Once you have the patio space reserved you will work with the Office for Campus Life regarding your tabling needs.*

Tables/Chairs:

Mayer Campus Center Lobby tabling the Office for Campus Life provides 1 four foot table and two folding chairs. Requests for additional chairs or a longer table should be made directly to the Office for Campus Life at ocl@tufts.edu. Tables and chairs should be set up in the morning for all registered groups. Your table will be designated for your organization. Tabling is only allowed in the lobby area; please do not move your table to another part of the Mayer Campus Center. Bringing your own tables is not allowed. When done tabling for the day, please inform the Office Assistant in the Office for Campus Life so they can put away the table and chairs.

Food:

Please refer to the Tabling Food Policy should you be considering having food at your table. Food sales as fundraisers are limited to bake sales. Organizations may host no more than one bake sale per month. Note: for bake sales 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. All other food distribution or sales from the Mayer Campus Center Lobby needs to be pre-approved by the Office for Campus Life.

Prohibited: Warmers, sternos, hot pots, etc. may NOT be used as part of any food distribution or sales. Hot food must be provided by an outside caterer/restaurant with the proper storage equipment and credentials. Ice Cream, milk, dairy products and other food required to remain at consistent temperature is never allowed, unless by and outside caterer/restaurant with proper storage equipment

Advertising:

Student Organizations/Campus Departments should adhere to the Campus Posting Policy for all advertisements associated with their Mayer Campus Center Tabling. While tabling you may post on the table itself, however please do not post on the walls, doors, or columns in the Lobby. The Office for Campus Life has a few easels available at request. Advertising is also available on the on-line Student Organization Calendar.

Other Tabling Locations:

Most tabling is only allowed in the Lobby of the Mayer Campus Center. Tabling is sometimes allowed in the entrance of Dewick Dining Hall. Approval for this space comes directly from the Dewick Dining Hall Manager. Tabling is also allowed in the Tisch Library entrance patio. This space is requested through the [Tufts Space and Resource Reservation System](#).

Outside Vendors:

Outside vendors or organizations must apply for tabling space through the Office for Campus Life [Vending Program](#).