

## CAMPUS TABLING/ VENDING POLICY

### Policy

Table/display space is available in specifically designated campus locations for RCNJ clubs/organizations, departments and offices by request through the Office of Events and Conferences. Individuals and/or external organizations are not permitted to sell goods or services or provide displays on campus.

### Procedure

1. All table/lobby space requests must be submitted to the Office of Events and Conferences through the available scheduling software program.
2. Requests for table space for sales, promotions, displays by external organizations or individuals will be denied in accordance with policy.
3. To determine eligibility for an exception, see below. Requests for exceptions must be approved by the Director of Scheduling/Events and Conferences in consultation with the Director of the Center for Student Involvement (clubs) or director of the area in question.

### Exceptions

There may be college sponsored events or programs where vending is seen as an important component, program enhancement, or necessary service within the larger context of the event or program.