



General Tabling Space Policies and Procedures for LC State Campus

LC State provides pre-determined locations throughout college property where tabling activities may occur. These locations are generally made available, free of charge, to college affiliated departments and recognized student clubs and organizations who are in good standing with the institution. These locations are also available to individuals and organizations who are not affiliated with the college at a cost. All reservable spaces at LC State require a confirmed reservation. LC State reserves the right to terminate any reservation at any time.

A tabling event is defined as any activity or event that involves, among other things, any sort of table, temporary display (capable of standing without human support), tent, canopy, signs, structure, vehicle, shelter, etc.

The following policies and procedures are in place for all tabling spaces:

- Reservations of tabling spaces can be made online by [visiting https://www.lcsc.edu/event-services](https://www.lcsc.edu/event-services).
- Tabling events must occur in the confirmed reservation space. Requests to change locations must be sent and approved by Events & Conferences.
- Prior approval for bringing motorized vehicles, sound amplification equipment, tents, banners or other equipment must be obtained.
- All activities, events and participants must comply with local, state, and federal laws and ordinances as well as college policies. Failure to do so could result in an immediate termination of the reservation and authorized use of space. All students and student organizations are subject to the college's Student Code of Conduct.
- College employees, when acting in an official capacity, should only present and display materials and information that directly pertains to their official duties. Every effort should be made to avoid viewpoint discrimination. As outlined in LC State [Policy 3.101 - Ethical Conduct](#), college employees "retain all of their individual and political rights of citizenship. However, employees may not exercise those political rights in the name of LC State, or through the use of college facilities, or through the use of forms or other official stationery of any kind, or in any way that might involve LC State in partisan political activity or controversy."
- LC State hosted events by campus departments, divisions, organizations, or clubs must have at least one current student or employee present during the event.
- Posting of signs or other materials on walls, windows, doors, trees, or trash receptacles is prohibited.
- Tabling reservations come with one rectangular table and two chairs. Other resources may be requested and additional fees may apply.
 - Indoor Spaces: 8' in width and may not extend so far out as to impede flow of traffic or violate state Fire Code.



- Outdoor Spaces: 10' X10' space. If additional space is needed, it must be requested and additional fees may apply.
- All reservation spaces are to be cleared of all debris/equipment at the end of the event. If the event extends more than one day, prior arrangements must be made for securing the equipment and additional fees may apply.
- Charges may be assessed for damages from abuse or neglect occurring to campus facilities, grounds, or other property.
- Service and/or sales of food/beverages must be approved by LC State's Dining Services.
- Reservations require a cancellation notice of 48hrs -- failure to comply may result in charges for staffing/services.

Contact

Events & Conferences

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