



Guidelines for Table Space Use

1. Tables must be staffed at ALL times they are reserved, and representatives must stay within a 1 foot radius of the table. If your table does not have staff present we reserve the right to remove your materials and cancel your reservation.
2. We will only be providing one 6' x 24" table.
3. Tables are first come, first serve. We will assign a table upon your reservation. Please stay at the table you have chosen and do not move your table to a new location.
4. All hanging items must be affixed to your table only. You may NOT hang items on benches, walls windows or pillars.
5. Table space is available to all CWU recognized student clubs, organizations and campus departments. Professors must contact the Student Union Operations office to reserve a table space for class projects involving individual students. Table space is also available for use by off-campus groups for a rental fee. Space may be used for dissemination of information about the organization or for a money-making project.
6. All food sales booths must have permission from Student Union Operations. Food restrictions apply ie: only food that is prepackaged will be allowed, etc. Contact Student Union Operations at 963-1321 for more information.
7. No political candidate or group supporting specific candidates for political office or persons or groups campaigning for specific political issues, or political candidates can use University space or facilities free of charge. Per WAC 106-140-410. The purpose of Central Washington University is to provide a liberal education in a number of academic fields; it has been established for public benefit rather than for the benefit of any private endeavors. In no case may University facilities or services be used to establish or maintain an office or headquarters for a political candidate or partisan political cause. Per WAC 106-140-411
8. The conduct of the person or organization selling goods or services on campus is expected to be polite and non-obtrusive. Aggressive selling or harassment of members of the University Community or the general public will result in the revocation of an individual's or organization's rental agreement. The Student Union reserves the right to refuse or to have removed any seller which has not met the requirements of the Student Union or is in violation of any state or federal law.
9. The sale of goods or service can not interrupt the normal flow of pedestrian traffic.

Central Washington University is not responsible for the quality, merchantability, or fitness of these goods or services

Student Union Table Rental Schedule

Purpose: This Schedule is designed to support the Student experience in the Student Union and to insure equity relative to the use of the Service & Activities Fees (S & A) supported facility. This initiates a schedule of table rentals for external business engaged in commercial and/or business activity. The schedule enables external commercial vendors to sell items in the Student Union on a limited basis. It also allows outside businesses to rent tables for recruitment and/or promotional activity. The fees instituted here in are purposely set to acknowledge the benefit of business activity to and for university students. However, the Student Union is supported by S & A funds, which are not intended to supplement non S & A university departments.

I. CWU Recognized Campus Organizations:

Space, in the Student Union, is available to all CWU recognized student clubs, organizations and campus departments. Space may be used for dissemination of information about the organization or for a money-making project for student clubs only.

II. Off-Campus Groups and Organizations:

If exception is granted, individual off-campus commercial groups are limited to renting table space for a maximum of five days with a two week break between the week.

Each off-campus group or organization selling goods or services on the campus of Central Washington University shall be responsible for the payment of any sales taxes, income taxes, or other taxes resulting from sales. Also, a current Washington State Sales Tax Number is required before a table will be rented.

Rental Rates for off-Campus Groups:

A. Outside information or giveaways

\$25 per day
\$100 per week (5 days)
2 week break

B. Outside vendor sales (NO CREDIT CARD APPLICATIONS)

\$40 per day
\$160 per week (5 days)
One a quarter

III. Political Campaigns

- A. Table space may be reserved in the Student Union for City, County, State and Federal political campaigns in accordance with WAC USE OF FACILITIES FOR CAMPAIGN PURPOSES and WAC 106-140-411 USE OF FACILITIES FOR CAMPAIGN PURPOSES - REQUIREMENTS. Use of bulletin boards for such campaign purposes in the Student Union is prohibited. Rental of space is subject to a two-day limitation per academic session per campaign candidate or campaign issue.

- B. Use of Student Union facilities for campaign purposes for CWU students will be in compliance with the policy set forth by and administered through the Campus Life Office Election Commission.

Rental Rates for Political Campaigns:

\$25/day

IV. Procedure for Renting Tables Space

- A. Please contract the Student Union Operations & Scheduling office #146 to schedule a table space. A representative from the Operations & Scheduling Office must receive a signed copy of the Facilities Usage Agreement and payments prior to use of tables.
- B. Upon completion of the paperwork and payment process, your table may be set up.

General Information

Food Booths:

Food Booths are limited to baked goods only. Items must be individually packaged prior to being displayed. Baked Goods Sales tables are restricted to the designated table space area only.

CWU NOT RESPONSIBLE FOR SALES: Central Washington University shall not be responsible for the quality, fitness, or merchantability of goods or services sold on campus of the University. No person or organization selling goods or services in accordance with the provisions of the policy shall advertise, represent, or claim to be an agent or employee of Central Washington University. All persons or organizations offering for sale, or selling goods or services on the campus of Central Washington University shall prominently display a sign which contains the following language:

“Central Washington University is not responsible for the quality, merchantability, or fitness of these goods or services”

Traffic Flow: The sale of goods or services shall not interrupt the normal flow of pedestrian traffic.

GENERAL CONDUCT: The conduct of person or organizations selling goods or services on the campus of CWU is expected to be polite and non-obtrusive. Aggressive selling or harassment of members of the University Community or the general public will result in the revocation of an individual's or organization's rental agreement. The Student Union reserves the right to refuse or to have removed any seller which has not met the requirements of the Student Union or is in violation of any state or federal law