



Procedures and Application for Table Reservations by External Groups

Reservation Date/Time Requested _____

- ❖ Call Student Development at 636-922-8241 to make a reservation for a table in the Administration building Atrium. The Administration building atrium is the only campus location for outside group table set-up.
- ❖ Tables will be reserved on a first-come, first served basis. This is a free service. Reservations may be made and the atrium is available Monday – Thursday, 8:00 a.m.-7:00 p.m., and Friday, 8:00 a.m.-4:30 p.m.
- ❖ This document can be faxed to 636-922-8251 and confirmation will be provided prior to your arrival on campus.
- ❖ No direct sales or solicitations are allowed. Businesses, organizations, and colleges are allowed to display informational signs to their target audience. Tables are intended primarily for highlighting opportunities for students including employment, recruitment, transfer colleges and campus-based activities.
- ❖ Businesses, organizations and colleges are allowed to give out free promotional information if requested by the students. Materials must not require an exchange of money. Discount coupons must be pre-approved by campus officials prior to distribution.
- ❖ Representatives must stay behind their tables and wait for students to initiate contact. Representatives may not summon or pressure individuals to approach their table.
- ❖ Tables cannot be moved. Tables are placed so as to not impede traffic and to adhere to fire codes.

