



#### ADMINISTRATIVE OPERATIONS

Events and Conference Services

Multi-Use Facilities and Operations

Business Services

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[uidaho.edu/administrative-operations](http://uidaho.edu/administrative-operations)

The University of Idaho provides pre-determined locations throughout university property where tabling activities may occur. These locations are made available, free of charge, to university affiliated departments and registered student clubs & organizations who are in good standing. These locations are also available to individuals and organizations who are not affiliated with the university at a cost. Reservations are required for all locations. The University of Idaho reserves the right to terminate the ability to allow reservations at any time.

Tabling activities are 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.

### General Tabling Space Policies & Procedures

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

- Reservations of tabling spaces may be done online by visiting [www.uidaho.edu/adminops](http://www.uidaho.edu/adminops).
- All tabling events must occur in the location confirmed via the space reservation confirmation provided when the space was reserved. Requests to change locations must be made in advance and approved in writing.
- All outdoor tabling spaces are 10'x10' in size. Size restrictions will be enforced. No exceptions to this policy will be made. If more than a 10'x10' space is needed, reservations of another space can be made.
- All indoor tabling spaces are 8' in width and may not extend so far out as to impede the flow of traffic or that fire code regulations are being violated
- Tabling reservations come with a single 6' table and 2 chairs. Additional needs must be requested in advance and fees may apply.
- Canopies must be weighed down at all times. AdminOps reserves the right to require canopies be removed at any time.
- Amplified sound may only be utilized at outdoor tabling spaces and may not exceed 70db. Violation of this policy may result in discontinuation of the use of amplified sound.
- No parking of motorized vehicles on sidewalks or grass is permitted without prior written approval.
- No posting of signs or other materials is permitted on walls, windows, doors, trees or receptacles.
- The tabling space must be completely vacated at the end of the scheduled reservation time. If the reservation extends beyond one day, the space must be cleared at the end of each day. Leaving tables, chairs or other product/equipment overnight is not permitted.
- Service and/or sales of food/beverages must be approved by Vandals Dining. Please contact them by calling 208-885-6070.
- University affiliated student clubs, organizations and university departments must have at least one current university student or employee present at all times.

- All participants and events must comply with all applicable university policies and procedures and federal, state and local laws and ordinances. Failure to do so could result in immediate termination of the reservation and authorized use of the space.
- All students and student organizations are subject to the University of Idaho Code of Conduct.
- Failure to cancel with a minimum of 48-hour notice may result in staffing and/or service charges being assessed.
- Damage from abuse or neglect to the facility, grounds, or university property may result in charges being assessed.

### **COVID-19 Specific Policies**

The following policies and procedures are in place until further notice:

- All staff/volunteers working at a tabling space must wear a face covering at all times.
- Hand sanitizer must be provided by the organization holding the space reservation. The hand sanitizer must be kept stocked and made available to all staff/volunteers and patrons at all times.
- Consistently monitor and encourage staff/volunteers and patrons to maintain social distancing.
- No giving away or selling food, candy or beverages.
- Go paperless as much as possible. Limit handing out paper, swag, or other items. Encourage taking photo's of information when possible as well.