

Procedures for Tabling on Campus at Grand View University

Tabling consists of using a table(s) and chairs to distribute information, raise awareness and/or market groups on Grand View property.

There is a \$20 fee associated with tabling for external groups (primarily employers) for a time slot from 11am-1pm in either the Henning Student Center or Johnson Wellness Center. There is no fee associated with tabling for internal groups.

Individual persons are not permitted to table on campus.

Distributing food/drinks is not permitted without prior approval from Aramark. Candy is permitted.

Limited tables and chairs are available on a first-come, first-served basis.

The tabling area must be left in good condition.

Tabling must not interfere with any space reservations.

The use of sidewalk chalk/paint is strictly prohibited for external groups. Internal groups must seek approval from the Associate Dean of Student Life ahead of time.

For Internal Groups

Tabling is available for official student clubs/organizations who meet the following criteria:

1. Officially affiliated with Grand View University
2. Have approval from a faculty/staff advisor
3. Request has been sent and approved by the Conferencing department

Requests for tables should be sent to conferencing@grandview.edu at least 48 hours in advance.

Internal groups may request to table up to twice per month with approval from the advisor and Conferencing department.

For External Groups

Tabling is available for employers who meet the following criteria:

1. Understand and meet the [Recruitment and Posting Policies](#)
2. Pay the associated fees before arrival
3. Request has been sent and approved by the Conferencing department

Requests for employer tables should be submitted through the [Employer Table Request form](#).

Grand View University reserves the right to reschedule employer tables based on the needs of the university. Grand View University reserves the right to cancel employer table appointments if the criteria are not met.

Cancellations must be made at least one week in advance to receive a refund of the tabling fee.