



Tabling Guidelines for the Tallahassee State College Student Union

In order to obtain approval for outside tabling, please complete the Student Union Tabling Request Form by clicking [here](#) or contacting the Office of Student Life (studentlife@tsc.fl.edu) **at least seven business days before** the proposed activity.

1. Indoor tabling at the college is limited to **twice** per month.
2. Tabling requests can only be made for the current semester.
 - Tabling is not permitted before classes begin (Welcome Week) or after classes end (Finals Week) for organizations not affiliated with Tallahassee State College.
3. Indoor tabling is limited to two (2) organizations at a time.
4. Priority will be given to organizations that are affiliated with Tallahassee State College.
5. Amplified sound requires approval from the Office of Student Life.
6. Prior approval from the Manager of Student Life is required for all food or drink distribution.
 - We only allow distribution of non-perishable and pre-packaged food or drink.
7. Prior approval from the Office of Student Life is required for cash collection (donations).
 - The selling of merchandise on campus is strictly **prohibited**.
8. Tabling activities must be kept to approved areas including the Student Union Lobby, Student Union Food Court, Student Union Courtyard (outside), or Talon's Lounge (Student Union 190).
9. Vendors are provided one table and two chairs.
10. Passerby paths of travel may not be blocked or obstructed by activities.