

UTC University Center and Lupton Hall Lobby Table Guidelines

These guidelines reflect the changes made necessary by COVID-19.

Reservation Process

- The reservation process for Lobby Tables in the University Center and Lupton Hall will use an online form through EMS that will be processed through the University Center Office.
- Requestors will be able to request up to 5 dates for tabling per request.
- Requestors will not be permitted to have multiple tables at a time.
- Each table will be limited to 1 reservation per day.

Safety Measures

- The sponsoring group/department will be permitted to have a maximum of one (1) person working the table at a time.
- If multiple individuals split coverage of a Lobby Table, the table must be wiped down during the transition. (Cleaning supplies will be available at the Information Desks near the tables.)
- Each table will have plexiglass barriers for the individual working the table to remain behind. This barrier cannot be moved from its location on the table, and no items may be attached to the barrier.
- Social distancing decals will be placed on the floor in front of each table as a reminder to maintain space.
- Tables will be thoroughly cleaned and disinfected each morning and evening.
- The group/department representative at the table must wear a mask at all times. (Reminder: Everyone must wear a mask while on campus.)

Permissible Tabling Activities

- Group or Department recruitment and/or information distribution
- Event advertising (For on-campus events, make sure the space is confirmed before advertising.)
- Bake Sales
- All food must be individually and completely wrapped. Pre-packaged snack cakes are permissible.
- Food should be adequately spaced so that the purchaser only touches the item they are purchasing.
- A payment app (Venmo, CashApp, etc.) must be used - No exchange of physical money should take place.

- Only pre-packaged beverages (cans, plastic bottles) are permitted. No drinks may be distributed in cups.
- T-Shirt/Promotional Item Giveaways
- Ticket Sales using cashless payment method.

Non-Permissible Tabling Activities

- Community candy/food bowls
- Self-Serve Drink Dispensers
- Anything involving more than 2 people at the table (including the individual working the table)
- Anything that requires the removal of a mask.

Failure to comply with these guidelines may result in the cancellation of your Lobby Table reservation(s) and may prohibit future reservations.