

FACILITY OPERATING PROCEDURE
Harper Center for Student Life and Learning

SECTION Reservations and Event Policies			NO. 3.13b		
ISSUED March 2009	REV. January 2011	REV. May 2011	REV.	REV.	REV.
POLICY Lobby Tables – Harper Center for Student Life and Learning			PAGE OF 1 1		

PURPOSE: To advise clients as to when they can place tables in the lobby or common areas of the Harper Center for Student Life and Learning.

SOURCE Harper Center for Student Life and Learning Administration

POLICY: Lobby tables will only be allowed in the Harper Center for Student Life and Learning if they are directly affiliated with an event taking place in the building on that day. Lobby tables will be allowed for event registration, displays, auction items, or informational materials.

Lobby tables for vendors or promotional materials will not be allowed if they are not related to an event taking place that day.

See Policy 2.10 for further guidance on reserving space in common areas in the building and policy 4.1 for fees.
