

University Center Lobby Table Guidelines

University of Tennessee at Chattanooga

1. Lobby Tables are available Monday-Friday, 8:00am-8:00pm. If you would like to reserve a table outside of these times you must speak with the Assistant Director of Operations for the University Center.
2. Groups are provided with one (1) 6' rectangle table and two (2) chairs. Tables and chairs are not allowed to be moved from this location. This is in compliance with Safety and Risk Management guidelines.
3. Groups are not permitted to move lobby furniture or chairs from the Commons to accommodate members at their Lobby Table.
4. Bake sales may include cookies, cakes, brownies, etc. No purchased items may be re-sold, including drinks, candy, snacks, etc.
5. Amplified music is not permitted at lobby tables. Music can only be played through the built-in speakers of a small electronic device (ex. Laptop computer, phone, etc.). The UC staff reserves the right to ask groups to turn down or turn off their music.
6. Music should meet community standards in terms of content (i.e. could be played on local radio). Music with profane lyrics does not meet community standards. Student Organizations whose music does not meet the community standards will be asked to turn off their music and will be reported to Student Development for disciplinary action.
7. Groups should have no more than 3 people working their table at one time.
8. Group members must be stationed behind their table and allow interested students to approach their table. Groups should not solicit students as they pass through the Lobby Table area or approach them at tables in the UC Commons.
9. Groups who are hosting individuals not associated with the university are responsible for the conduct of their guests, and should have at least one group member at the table at all times.
10. Question and clarifications can be addressed to the University Center Office (Room 226).