

Student Organization Tabling Policy

Following is a brief overview of the new policy guidelines for tabling in the Shepard Broad College of Law Atrium. Sign up as soon as possible, space is limited. To sign up contact Law_Events@nova.edu.

GUIDELINES

- Student Organization must place a request with Law_Events@nova.edu at least 5 business days in advance to tabling date.
- Table requests received will be assigned on a first come first serve basis.
- Organizations are only allowed to reserve one table a day.
- Only 3 Student Organizations will be allowed to table a day.*
- No homemade food/baking goods or open food containers are to be served during tabling. This includes catered food from outside vendors.
- Students must always wear masks inside building per NSU Policy.
- Student Organization is responsible to crowd control and ensure there is social distancing from visitors to the table.
- Student Organization is responsible to return table clean and undamaged at the end of each tabling.
- No additional furniture should be moved during tabling, only 2 chairs per table for tabling.

The Student Organization that fails to comply with any of the guidelines provided above will have the tabling privileges removed for the semester.

If you encounter any issues, please contact Building Manager – Jillian Barbosa by calling (954) 262-6287 or emailing jb1934@nova.edu.

The Shepard Broad College of Law may cancel tabling at any time for safety purposes to follow COVID-19 safety measures as the college see necessary.

**Number of tables allowed during tabling is subject to change under the Dean of Student Services discretion.*