

Chartered student organizations and Institute departments may reserve kiosks on the first floor of the Stamps Student Center Commons. Kiosk reservations are accepted on a first come, first served basis. Reservations are limited to a one (1) week period and must be made within the semester of the desired date. An organization may only reserve one (1) kiosk at a time. A representative of the registered student organization and/or campus department must be present at all times the reserved kiosk is in use.

Kiosks should only be used to market Institute related functions. The name of the campus organization and the institute department must be on all materials displayed. The distribution of materials is permitted from behind the kiosk only. Individuals may not stand in doorways and halls to distribute flyers, brochures or other items.

Music is permitted; but must be kept at a minimum level as not to interfere with other activities.

The sale/distribution of food and/or beverages is strictly prohibited. The sale of baked goods (cookies, cupcakes, brownies, etc.) is allowed by Chartered Student Organizations. The Associate Director of Operations must approve any exceptions.

## KIOSK LOCATIONS:

- Kiosk 1: Commons - Directly across from Post Office Stamp/Package Windows
- Kiosk 2: Commons - Directly across from the last section of Post Office Boxes going into Commons
- Kiosk 3: Commons - Across from the Commons Food Court, next to the Optical Center
- Kiosk 4: Commons - Across from the Commons Food Court, next to the Optical Center
- Kiosk 5: Commons - Across from the Piedmont Room
- Kiosk 6: Commons - Across from the Piedmont Room, closest to Subway
- Kiosk 7: Commons - Next to Student Government Association Office Suite (reserved for SGA use)
- Kiosk 8: Commons - Next to Student Government Association Office Suite (reserved for SGA use)