

## TABLE SPACES

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.

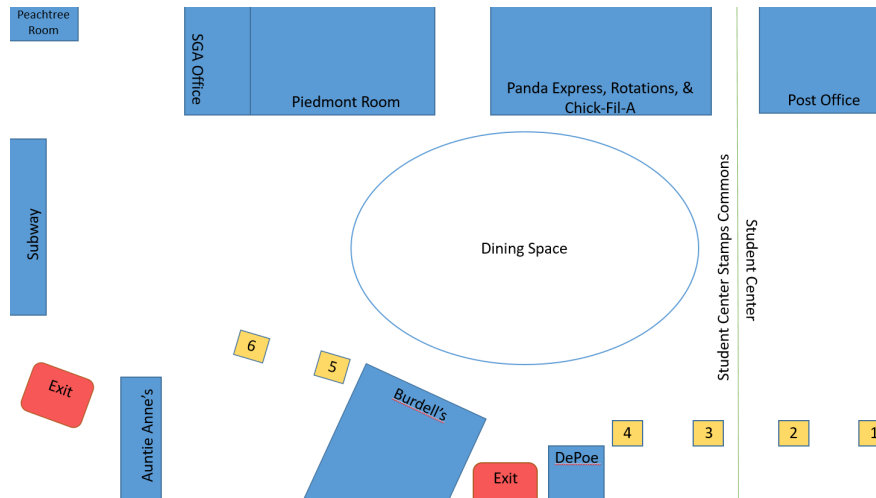
The sale/distribution of food and/or beverages is strictly prohibited. The sale of baked goods (cookies, cupcakes, brownies, etc.) is allowed by Chartered Student Organizations. The Associate Director of Operations must approve any exceptions.

### BAKE SALE SAFETY GUIDELINES

1. No food which requires refrigeration should be sold. This includes: cream-filled pastries, eclairs, cream pies, etc.
2. Only bars, cookies, cakes, and doughnuts are acceptable bake sale items.
3. All bake sale items should be individually wrapped at the original point of preparation.
4. Preparation may be completed in a home-type kitchen, with the reminder that only the bake sale items shall be prepared at this time. Food for individual consumption should not be prepared at the same time as bake sale items are prepared.
5. Bake sale items should be transported in a covered, dust-proof container.
6. Each bake sale item should have their ingredients posted and should list every ingredient as well as sub-ingredients for each item. At the end of the list if one of the 8 major allergens (i.e. milk, eggs, peanuts, tree nuts, fish, shellfish, soy, and wheat) is contained in the bake sale item, it must be stated in bold (e.g. - **CONTAINS: WHEAT, EGG, MILK**).

## STUDENT CENTER 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



## WEST VILLAGE KIOSK LOCATIONS:

West Village Dining Commons houses six (6) designated spots for tabling. The three (3) indoor locations are:

- Table Space 1: First floor, banquette opposite of Panera on the side facing front doors
- Table Space 2: Second floor, outside right-side of Unplugged meeting room
- Table Space 3: Third floor, landing adjacent to the stairwell

The three (3) outdoor locations are:

- Table Space 4: Outside the first floor main entrance, in front of the fountains, closest to the front doors
- Table Space 5: Outside the first floor main entrance, in front of the fountains, middle space
- Table Space 6: Outside the first floor main entrance, in front of the fountains, furthest to the front doors