



## **Kiosk/Table Reservations Sales and Solicitation For Student Centers**

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The sale or solicitation of any products, goods, or services is subject to prior authorization and must be conducted in accordance with University Policy Number 1110. Products or services will not interfere with the core functions of the University, nor prevent or interrupt the core use of the space being requested or present a safety hazard to others. All users must conform to the laws of the Commonwealth of Virginia and comply with all county, city and local laws. Sales tactics that are considered harassing to students, faculty, staff and visitors will not be tolerated. The use of the George Mason University name in association with any product or in the solicitation of donations is strictly prohibited, unless otherwise indicated. Information, products or services being solicited or products and services being sold that are found to be obscene or defamatory are prohibited.

### **Table or Kiosk Reservations**

Complete a Table/Kiosk Reservation Request and return it to Student Centers (JC Room 324) at least 10 business days before the desired reservation date. Internal Organizations that sponsor External Organizations are responsible for the applicable rental fees and the External Organization's conduct. Candidates and special interest groups must be sponsored by an Internal Organization. A representative from the sponsoring organization must be present during the entire reservation period. Each confirmed reservation is assigned to a specific kiosk or (3' x 6') table. Availability of space is not guaranteed. Reservations are based on availability of unreserved space.

### **General Terms and Conditions for Table/Kiosk Reservations**

Advertising material must be confined to the assigned space. Posters or flyers are not allowed to be placed on or affixed to painted surfaces. Tape, thumbtacks and other adhesive materials are not allowed on walls and painted surfaces and users may be charged for any damages to painted surfaces. Helium balloons are prohibited in the Johnson Center and nothing may be hung over the kiosks. High decibel (loud) electronic equipment is prohibited. Products and services may not conflict with the University's exclusive contracts. See below for the University's current list of exclusive contracts.

- i. Barnes and Noble
- ii. Sodexo Food Services
- iii. Amusement Gaming Supply Company
- iv. Coke Vending Company
- v. Creda Vending Company
- vi. Chevy Chase Bank

### **Cancellations**

To cancel a reservation, contact Student Centers at [scenters@gmu.edu](mailto:scenters@gmu.edu), 703.993.2921 or by fax at 703.993.2919. Late arrivals to assigned space (after 15 minutes of the reservation start time) may lose their reservation to another requestor. Users not canceling their reservations within three working days, have late arrivals or "no shows", may lose reservation privileges for the completion of the semester and reservations currently confirmed without notice.

## **Leafleting**

Commercial and Non-Commercial leafleting is only permitted in designated areas and requires a leafleting permit, which can be acquired at Student Centers (JC, Room 324, Monday – Friday, 8:30am-5pm). A copy of any materials to be distributed must be tendered to Student Centers during regular operating hours at least 24 hours prior to the leafleting activity and must bear the name of the sponsoring organization or individual(s). All leafleting participants must carry a copy of the permit on their person and be able to present the permit if requested by a University official. Distribution of materials may not prevent or interrupt the core use of space being requested nor present a safety hazard to others. Users are responsible for picking up leaflets dropped on grounds around leafleting areas. Failure to do so may preclude responsible individuals and/or sponsoring organizations from future leafleting activities and charges for cleaning up leaflets may be assessed to Organizations and Users. Leafleting material found to be obscene or defamatory may be prohibited.

## **Space Allocation for Distribution and Donation**

Internal and External Organizations and Users may request space for a specified time period for the purpose of distributing newspapers, magazines, and soliciting donation items such as; books, canned goods, and clothing drives. Decisions regarding requests will take into account any special circumstances relating to University activities and the burden such activity may place on University security personnel and administrative staff. Each confirmed reservation is assigned to a specific location. Book drives may not conflict with Bookstore general operations and Book Buy Back periods. Newspaper and magazine distributions must occur from the Johnson Center Newspaper Bin on the Atrium level, east side of building. Newspaper and magazine stands are permitted in Student Union I and II. The sponsoring organization must be clearly identified on newsstands, bins and collection boxes authorized for placement in the Student Centers with one exception; the Johnson Center Eastside newspaper bin is not to be marked or labeled in any manner.

For any questions please contact Student Centers at [scnters@gmu.edu](mailto:scnters@gmu.edu) or by dialing 703.993.2921 for assistance.

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