# Tampa Library

| Student Organization Table *(outside the library)* | POLICY NUMBER **F007** |
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| Original effective date:2015 | Review date (s):2016 |
| Category: ⦿Facilities | |
| Approved by:<br>Library Faculty/Admin 8/23/16<br>Library Management 8/29/16 | Library Dean: Todd Chavez 8/29/16 |

**PURPOSE & INTENT**

The purpose of this policy is to assure that all organizations promoting themselves outside the Library building represent registered student organizations, are scheduled appropriately to avoid overcrowding near the Library's entrance, and return the borrowed tables to the Library after scheduled session. The approval to hold an event does not represent support of the opinions or practices put forth, but rather addresses the need for a safe and secure entry/exit to the building.

**STATEMENT OF POLICY**

- Members or staff seeking to promote their USF affiliated and registered organizations, or a USF Department immediately outside the Library entrance/exit, must fill out a Table Setup Request form
- Only individuals belonging to the organization are allowed to staff the table.
- There is a three (3) times per semester limit of approved table set ups.
- Allow at least four to five business days for requests to be approved.
- Library tables must be returned to the Library Services Desk after the scheduled session.
- Table shifts of three (3) hours are available from 7:30am – 11pm, Monday – Thursday; 7:30am – 5pm on Friday.

**AUTHORITY**

Refer to:

- USF Policy & Procedures #0-001 Issuance of Policies and Procedures
- USF Regulation #USF6.017 – Student Organizations
- USF Library Policy & Procedure #F003 – Hours of Operation – currently being reviewed
- USF Library Policy & Procedure #F005 – Food & Drink in the Library – currently being reviewed