Health Sciences Building Event Tabling Policy

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| Policy Number: | 003 |
| HSS Unit: | Health Sciences Building Management |
| Effective Date: | 11/20/2024 |
| Approved: | Sarah Woodall, Health Sciences Building Manager |

1. **Purpose**

This policy establishes the conditions for tabling in Magnuson Health Sciences Center, South Campus Center, and the Health Sciences Education Building. The policy defines restrictions on tabling for UW groups and vendors.

1. **Scope**

This policy applies to all UW students, staff, faculty, and all vendors and non-UW groups who perform work in the building.

1. **Definitions**

**Tabling:** an event that is intended to promote an organization, service, business, or resource.

1. **Policy Statement**

All tabling events in the building must adhere to Washington State law and UW policy. This includes limitations on giveaways, gifts, and acceptable donations. Please refer to [UW EO 32 Employee Responsibilities and Employee Conflict of Interest](https://policy.uw.edu/directory/po/executive-orders/eo-32-employee-responsibilities-and-employee-conflict-of-interest/) for more information.

Tabling is allowed in spaces managed by Health Sciences Services or Health Sciences departments. Groups may not table in public spaces throughout the building. Public spaces include corridors, courtyards, entrances, lobbies, and lounges that are not allocated to a specific Health Sciences department.

Groups may arrange tabling events in Health Sciences Services managed spaces through [Classroom Services.](https://hsasf.hsa.washington.edu/instructional-support/crs-2/) Please contact Classroom Services for more information about their event policies.

Groups may also arrange to table inside Health Sciences department managed spaces in Magnuson Health Sciences Center. Departments are responsible for verifying that hosted tabling events adhere to UW policy. Department managed tabling events may not use public spaces in the building to support tabling activities.

Groups who violate the building event tabling policy will be asked to discontinue their activity. Off-campus groups who do not have arrangements for tabling in the building will be asked to leave the facility. Groups who repeatedly violate building tabling policy may be restricted from hosting tabling events in Health Sciences Services spaces.

1. **Revision History**

Created: 11/20/2024