

Chandler Hall Tabling Requests

Tabling requests in Chandler Hall are handled differently depending on whether the organization is a WKU student organization or an outside organization.

Student Organization Tabling Request

Student organizations should work through their **faculty/staff advisor or sponsor to request tabling space.**

1. Work with your advisor/sponsor

Provide your sponsor with the following information:

- Date
- Time
- Requested location

2. Sponsor reserves the space

The sponsor will work with the appropriate departmental office associate/coordinator to:

- Reserve the space in ASTRA
- Identify and locate an available table
 - Communicate this information with students

3. Review the guidelines

The sponsor/requestor must agree to and follow the Chandler Hall Reservation Guidelines below.

Outside Organization Tabling Request

Outside organizations should contact **Amy Jewell at amy.jewell@wku.edu to request tabling space.**

Please include the following information:

- Company/Organization Name
- Requested Date

- Requested Time
- Requested Tabling Location
- Confirmation that you agree to the Chandler Hall Reservation Guidelines

Submitting a request does not guarantee approval. Requests are subject to space availability.

Chandler Hall Reservation Guidelines

By requesting or using space in Chandler Hall, the requestor agrees to the following:

Signage & Decorations

- Signs, flyers, posters, and other materials may not be taped, pinned, or otherwise attached to walls, doors, floors, or windows.
- Any damage resulting from decorations or signage may be subject to a repair or replacement charge.

Food & Drinks

- Food and drinks are not permitted in classrooms or the Auditorium.

Tables & Setup

- GFCB may provide one table for tabling activities, when available.
- The requestor is responsible for:
 - Ensuring the table and chairs are accessible at least 24 hours in advance
 - Setting up the table and chairs.
 - Providing any additional tables, chairs, or equipment needed.

Cleanup & Breakdown

At the conclusion of the event, the requestor is responsible for:

- Removing all trash and leaving the space clean.
- Breaking down the table and chairs.
- Returning the table and chairs to the location where they were retrieved.

Items Not Provided by GFCB

GFCB does **not** provide:

- Tablecloths
- Food
- Drinks
- Signage materials
- Promotional materials

Tobacco Policy

In accordance with WKU's tobacco policy, cigarettes, cigars, electronic cigarettes, and all forms of smokeless tobacco are prohibited within Chandler Hall and on WKU's campus.

WKU Policies & Conduct

- All guests must comply with WKU policies and procedures, including those outlined in the Student Handbook and Student Code of Conduct.
- The Chandler Hall Building Coordinator, Building Co-Coordinator, Director, or Department Chair reserves the right to ask any guest to vacate the building if policies or reservation guidelines are violated.