SUNY Oswego Guidelines for Table Space Use

1. Tables must be staffed at ALL times they are reserved and representatives must stay within a one foot radius of the table. If your table does not have staff present we reserve the right to remove your materials and cancel your reservation.

2. Each student group must display the following at all times while conducting a fund raising activity on campus:
   a. The name of the student group conducting the fundraising activity
   b. The purpose for which the funds raised will be used

3. We will assign one 30”x72” table and three folding chairs upon your reservation confirmation. Please stay at the table we have assigned you and do not move your table to a new location.

4. All hanging items must be affixed to your table only. You may NOT hang items on benches, walls, windows, stairs, entrances, pillars, etc. All hanging items must be REMOVED at the conclusion of your event.

5. Table space is available to all SUNY Oswego registered student organizations and campus departments or SUNY Oswego sponsored events. Table space is also available for use by off-campus groups for a fee. Space may be used for dissemination of information about the organization or for a money-making project.

6. Bake sales and candy sales are the only food sales permitted. All food sale items must be pre-packaged or individually wrapped. All food items must be able to be stored at room temperature. Cheesecake, for example, would not be a permitted item. Products or services that compete directly with those sold by Auxiliary Services will not be permitted.

7. The sale of goods or services can not interrupt the normal flow of pedestrian traffic.

8. The noise level, including video and music, is to be kept to a minimum at table spaces must be appropriate to a public setting. Bell ringing is prohibited. Disruptions to offices, classrooms and patrons will not be tolerated.

9. The conduct of the person or organization selling goods or services on campus is expected to be polite and non-obtrusive. Aggressive selling or harassment of members of SUNY Oswego or the general public will result in the revocation of an individual’s or organization’s reservation.

10. According to Letter H of the ‘Fundraising by Student Organizations’ section of the 2011-12 Student Handbook (page 116), any organization interested in conducting a raffle must be in accordance with the New York State Racing & Wagering Board guidelines, which require obtaining a NYS Racing & Wagering Board ID number in order to conduct a raffle on Oswego State Property. All other forms of charitable gaming are not permitted. The NYS Racing & Wagering Board has broken raffles down into 3 categories. Please click on the link below to read about the categories and determine which category your event would fall under.

   [http://www.racing.state.ny.us/charitable/Raffle_Information.htm](http://www.racing.state.ny.us/charitable/Raffle_Information.htm)

   According to Oswego State policy, all student organizations wishing to conduct a raffle will be required to obtain an ID number regardless of the category your raffle falls under. In order to obtain an ID number, please fill out the form below and submit it to the NYS Racing & Wagering Board for approval. Your request for table space to conduct a raffle will only be considered after you have the appropriate approval from the state.

   [http://www.racing.state.ny.us/pdf/1a.pdf](http://www.racing.state.ny.us/pdf/1a.pdf)