

UAB Libraries Tabling Policy—04.08.25

Purpose:

The purpose of tabling in the UAB Libraries is to provide space for registered student organizations, academic units, and academic support units to distribute goods, information, or services for promotional or educational purposes. Requests must be in alignment with the mission of the University and UAB Libraries.

Policies:

Reservations are limited to three hours per student organization per day and can be made up to two weeks in advance; we ask for at least 48 hours notice. One table is available for reservation on the main floor of either library on a first-come, first-served basis. Tabling is free of charge.

Please note the following:

- Fundraising, ticket sales, the sale of items, and employee recruitment are not permitted
- Requests will not be considered for days that Sterne or Lister Hill Libraries are closed.
- Tabling and display materials may not block any entrance, walkway, or fire exit.
- No display materials may be attached to any wall. Signage may be placed on or next to the table.
- The use of glitter, sand, or other materials that require additional clean up are not allowed
- The group is responsible for removal of all trash, decorations, and signage.
- Any tabling not sponsored or approved by the UAB Libraries is not permitted in any library building. This includes solicitation and advocacy tabling of all kinds, whether by university or external groups.

Requests may be denied for any reason, including but not limited to timing during the academic year, scope of the event, low or limited Libraries staff to support the tabling set-up, security concerns, facility closures/limitations, or failure to comply with these policies. The UAB Libraries have the right to deny an organization's tabling reservation request or rescind an existing reservation for failure to adhere to UAB's Student Conduct Code.