

## The Commons/University Center Table Tent Procedures

### University of Maryland Baltimore County

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The University of Maryland Baltimore County (UMBC) recognizes that its student, faculty and staff organizations desire to utilize innovative and effective means to promote their activities and express their opinions on a variety of issues. The University also recognizes that a tradition of “Table Tenting” is one avenue for this type of expression. To accommodate this practice and Wood Food Company, within whose areas table tents may be placed, and while maintaining cleanliness and order, the Commons Administration Office has developed the following regulations for table tent use in The Commons.

1. There can be only one table tent, per table in food service areas, per day; sponsors wishing to utilize table tents for more than one consecutive day must replace the tents each morning.
2. Table tents are placed on a first come, first served basis. They do not have to be approved by the Campus Information Center Desk
3. Table Tents must be promoting a UMBC community activity (i.e. student organization, campus department, athletic activity, UMBC Bookstore or Wood Dining event)
4. Table tents must be on white paper – no color is allowed
5. Table tents must be actual tents – no larger than 8.5x11 folded with a bottom.
6. Table tents are the responsibility of the sponsoring organization – they may be left on the tables overnight, however there is no guarantee that they will still be in place the next morning.
7. Table tents are only permitted in the food service eating areas. Special requests for other table tents in the building must be approved through the Commons Administration Office.
8. Flyers/posters are not permitted on the tables
9. Flyers and/or other literature advertising UMBC events and activities may be registered at the Information Center and placed on the table in The Commons Lobby.
10. Flyers and Posters advertising UMBC activities and events must be stamped approved at The Commons Information Desk. All other posting regulations outlined in The Commons Posting Procedures document (posted on all posting columns and available in The Commons Administration Office) must be adhered to.

For additional or alternative means of publicity, please contact: [Commonvision@umbc.edu](mailto:Commonvision@umbc.edu)  
If you have any questions regarding these procedures, please contact The Commons Administration Office at 410-455-3454.