



## Student Involvement

### GUIDELINES FOR BOOTHS IN THE FREE SPEECH AREA

1. The size of the booth may not exceed 6'x 8' and 8' high.
2. There will be a maximum of 28 booths allowed in the area at any one time.
3. A lottery system will be used to determine which organizations may place their booth on campus.
4. The lottery will be conducted as follows:
  - a) Lottery participation forms are available in USU, Reservation Center Room 301.
  - b) All organizations interested in participating in the lottery must submit one signed lottery participation form to USU, Reservation Center Room 301 before 12 noon on the last day of instruction for the semester.
  - c) A lottery drawing will be held on the last day of instruction for each semester at 12 noon (site to be determined).
  - d) A representative from each organization must be in attendance at the lottery drawing to be included in the drawing and to make a space selection if selected.
  - e) The first twenty-eight (28) organizations selected in the lottery drawing will be permitted to place their booth on campus the following semester.
  - f) Selection of booth spaces will be done immediately following the lottery drawing. Space selection will be in the order of lottery selection.
  - g) Any organization with a booth space may request to be placed on the change location list to move to another booth space. Before contacting organizations from the waiting list, the organizations on the change location list will be contacted in priority order to see if they would like to move to the vacant space. If an organization chooses to move to the vacant space, then their original space will be given to the first organization on the waiting list.
  - h) Lottery selections are not transferable to another organization.
  - i) All entries not selected for the twenty-nine (28) available spaces will be put on a waiting list in the order of drawing selection.
  - j) All organizations participating in the lottery and placed on the waiting list will automatically receive one extra entry in the following semester's lottery if they choose to again participate.
  - k) If an organization is selected from the waiting list to bring a booth on campus within the first two (2) weeks of instruction, that organization will not receive an extra entry the following semester.
  - l) If an organization is selected from the waiting list to bring a booth on campus, they must bring the booth on campus within 3 days of notification, unless an exemption has been granted from the Reservation Center. Failure to do so will result in loss of privilege.
  - m) If an organization is required to remove its booth from campus for not adequately staffing the booth, the organization will be automatically excluded from the following semester's lottery.
  - n) Any organization not participating in the lottery may be added to the waiting list on a first come, first serve basis.
5. Booths may be placed on campus after 5:30 p.m. on the Friday prior to the first day of instruction.
6. All booths must be placed on campus before the first day of instruction.
7. All booths must be placed within the marked space the organization has selected.
8. All booths will be inspected by Risk Management to ensure they are structurally safe.
9. All organizations must have a signed registration form returned to the Reservations Center signifying the days and times they will be staffing their booth by 5 p.m. on Friday of the second week of instruction. Failure to register booth staffing days and times will be treated the same as failure to staff the booth. For each day an organization does not have a signed registration form returned to the Reservations Center, they will receive a warning notice. **NOTE: The registration form requires the signature of your campus advisor. Contact your campus advisor far enough in advance to ensure that he/she will be available to sign the registration form.**
10. All organizations with a booth in the Free Speech Area will be required to staff their booth a minimum of 2 days a week, 6 hours per week, with a maximum of 3 hours per day. Staffing hours must fall between 10 a.m. and 3 p.m. Special exceptions may be made with prior approval from

the Reservation Center. Organizations may change their staffing times as often as necessary by filing a new registration form with the Reservation Center.

11. If a group cannot staff their booth on a particular day, the group can get an excused absence for the day if they call the Reservation Center before 10 a.m. and give the caller's name, phone number and the name of the organization. Each organization will be permitted a maximum of three (3) excused absences per semester. After three (3) excused absences, the organization will then be issued a warning letter. For any additional absences the organization will be issued a strike.
12. Staffing the booth means being inside the booth or directly behind the booth.
13. Any organization which does not staff their booth at the times indicated on the registration form will be issued a warning letter and a notice will be placed on the booth. If an organization fails to staff their booth at the times indicated for a second time, a second warning letter will be issued and a notice will be placed on the booth. A third offense for not staffing the booth as indicated on the registration form will be justifiable cause to rescind any registration and require that the booth immediately be removed from the area for the remainder of the semester. If you are required to remove your booth from campus after three strikes, you have 72 hours to remove the booth.
14. The University reserves the right to remove any booth from the Free Speech Area after the approved time period has ended, if an organization places a booth on campus prior to the approved time frame, or if an organization fails to remove the booth after being notified to do so. An attempt will be made to notify the organization by verbal and/or written contact before the booth is removed.
15. Any booth removed by the University will be removed by Plant Operations and disposed of.
16. Any organization which has their booth removed by Plant Operations will be charged a removal fee and will lose their opportunity for a booth space next semester. Any organization that is charged a booth removal fee will automatically be placed on probation and their student organization recognition and benefits will be suspended until the bill has been paid. A receipt showing the bill has been paid must be presented to the Reservation Center to officially be removed from probation.
- 17. Booths will not have to be staffed on rainy days.**
18. Staffing of booths will not be required after the last day of instruction of each semester.
19. All booths must be removed over the finals and exam prep days, prior to the start of finals.
20. If any booth is defaced with graffiti, the booth's owner must remove the graffiti within five days.
21. No University tables and/or chairs may be used for staffing purposes. Failure to comply will result in a \$15 fee, per item.
22. All booths must be trash free by the end of each staffing day,

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