

## Moffitt Library Tabling Guidelines

The Library welcomes registered student organizations (RSOs) and campus departments to table in front of Moffitt Library in designated areas when available for daytime and early evening tabling. Tabling at Moffitt is free, however, we do ask that you follow our guidelines in alignment with campus requirements and the mission of the Library. All tabling requests are subject to approval by the Library.

### Locations

There are three (3) approved locations for tabling at Moffitt Library (see [Moffitt Library Tabling Locations](#) map):

- Area A – Free Speech Bikeway on the third floor south entrance
- Area B – Mulch area to the east of the Press café next to the fourth floor east entrance
- Area C – South side of the fourth floor east terrace, keeping the center entry area clear

### Policies

- Preference is given to tabling efforts that align with the mission of the Library.
- Requests may be denied for a number of reasons such as timing in the academic year, scope of event, security concerns, and facilities limitations.
- Requests will not be considered for days that Moffitt Library is closed (for example, intersession and holidays).
- All tabling equipment must be brought by the event host and removed at the end of the tabling time. The Library does not provide any equipment to groups for tabling activities. Tables may not be longer than 6 feet.
- Tabling and display materials may not block any entrance, walkway or fire exit, as marked in blue and red on the map, or otherwise restrict the free flow of vehicular or pedestrian traffic.
- Tabling equipment cannot alter or pierce the surface of the area, such as the use of tent stakes in the mulched area on the east side of Moffitt Library.
- No display materials may be placed on or against, or attached to any structure or natural feature of the campus. Structures and natural features include the sides of doors or buildings, fountains, waste receptacles, trees, or stakes.
- One table host must be present throughout the entire time the table is in place.
- There may only be one (1) physical table at each of the three (3) locations at the same time, for example, three (3) different groups may table at the same time but only one group may be in each one of the approved areas.
- Reservations may be repeated for the same activity up to five (5) business days (Mon-Fri) in each semester.
- No access to electricity is available at any of the three (3) Moffitt Library locations.
- No amplified sound is allowed as part of tabling in front of Moffitt Library. The free speech hour from 12 p.m. to 1 p.m. does not apply.
- All RSOs must work with Student Union Event Services for fundraising and display permits, as needed. The Library does not provide approval for these requirements.

Requests for tabling in front of Moffitt Library must be submitted via the [Moffitt Library Tabling Request Form](#) at least two weeks prior to your requested date. If you have any questions about the request process or would like more information, please contact the Library events coordinator at [libraryevents@berkeley.edu](mailto:libraryevents@berkeley.edu).