



Table Use Addendum

Bake sale, literature and vendor table policies

- Reservation requests for table space, shall be granted in the order received, in accordance with the guidelines for the Use of University Facilities, as adopted by the Board of Governors, March 14, 1975.
- Wayne State University reserves the right to change, cancel or deny a reservation or request for reservation. If the University exercises that right then every effort will be made to contact the "Client."
- Reservations are confirmed only when payment, if applicable, and the signed reservation form are received.
- Event sponsors have the primary responsibility to see that university policies are followed.
- Event sponsors are responsible for maintaining the area that they have reserved. They are also responsible for cleaning up after their event. Sponsoring organizations will be required to pay the cost of the repair and replacement of university property.
- Program host will monitor all activities and will serve as the immediate responsible University agent in all matters of policy and security.
- It is the responsibility of the event sponsors to inform Student Center and Campus Reservations of any problems present or pending to ensure the success of the event.
- Products deemed illegal or prohibited by city, state, and federal laws and ordinances will not be approved for sale or distribution. Products and/or services prohibited for sale and/or distribution by federal, state, or local laws and/or ordinances, or by the Wayne State University Board of Governors Statutes and/or Presidential Executive Orders will not be approved for sale or distribution. Approval is given without prejudice and is not based on the content or views of the seller/distributor.
- Only two individuals are permitted to occupy the table for the duration of the reservation.
- All activity must be conducted from the table. Individuals may not pass out literature or printed materials in the foyers or hallways of the building where the table is located.

Bake sale table general policies

- Bake sale reservations are limited to approved locations around campus.
- Bake sales must follow the Michigan Cottage Food Law. Items can be made at home or purchased at a store or restaurant to resell. A complete list of what is permitted can be found in [Section C of the Michigan Cottage Food Law](#). Only food items that are safe for consumption at room temperature is permitted to be sold.
- Only registered student organizations are permitted to reserve bake sale tables.
- Registered student organizations are limited to five bake sales per semester.

Literature table general policies

- Literature tables are located in the Student Center on the first floor of the building and are labeled as such. Only these designated locations are permitted to be used for this purpose.
- Distribution of food and/or beverages are not permitted at any table locations except for bake sale locations.
- Registered student organizations and university departments are limited to two literature table reservations per week for up to three hours per reservation.

Vendor table general policies

- Vendors may reserve and rent the vendor table space in the Student Center for sale and/or distribution of their products and/or services only if they have become a registered vendor have been granted approval for the sale and/or distribution of their products and/or services.
- Absolutely no food or other ingestible items may be sold or distributed from a vendor table.
- There is one official site available for vendors to reserve. The one site is located in the Student Center on the first floor in the North Commons. Only one six-foot table will be set up, and that table is provided by the Student Center.



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Student Center and Campus Reservations

- The cost to reserve the vendor table is \$80 per day. Payment must be received on or before the day of rental. Acceptable forms of payment: Credit/Debit card; money order or cashier's check made payable to Wayne State University and/or electronic payment options available using [Cashnet](#).
- Reservations may be made via phone or email.
- A completed Vendor Contact Information Form must be on file with Student Center and Campus Reservations prior to making a request for table space.
- Vendors may only reserve one table per week. However, vendors may extend or make another reservation within the same week if the desired table is not reserved or claimed by the Monday of the requested week.
- Tables, materials, and furnishings must be kept between the columns in the location of the table.
- Absolutely no display materials such as posters, leaflets, signs, etc. may be posted or hung on the walls, pillars, ceilings, or doors of the Student Center. Furthermore, display boards and/or other such items brought in by the vendor to be displayed behind the table may be no more than five feet tall and not more than five feet wide. Vendor's chairs, tables, display items may not extend past the columns that border the table. A display easel will be provided upon request.
- Parking fees are the sole responsibility of the vendor. Unloading and loading of materials is permitted at the Student Center Loading Dock. Parking at the Student Center Loading Dock is not permitted. Public parking is available in any of Wayne State University's parking structures for a fee. Parking fees are subject to change. To learn more about parking, including the current fee, visit parking.wayne.edu/visitors.
- Cancellations should be received more than two business days before the reserved day. A "no show" is an occurrence for which a reservation is made and the reserving vendor does not utilize the space during the time for which the reservation was made. Vendors incurring three or more voluntary "no shows" and/or excessive cancellations will be considered in violation of vendor policy.
- Individuals and organizations that violate any part of this policy may be removed from the premises immediately and/or prohibited from using and/or reserving space in the Student Center in the future.