

GEORGETOWN UNIVERSITY LAW CENTER TABLING PROCEDURES

Any officially recognized Georgetown Law student organization or any individual member of the Georgetown Law community (current student, faculty, or staff) may reserve tables on the first floor of McDonough Hall as outlined in the policy below. Table usage must comply with all relevant Law Center policies and rules governing the use of Law Center facilities and resources.⁴ The Law Center reserves the right to preclude individuals and student organizations from future tabling if they violate the requirements of this or other Law Center policies.

Reservations by Student Organizations

- Any officially recognized Georgetown Law student organization may reserve a maximum of two tables outside the chapel at any given time, with the following conditions: Student organizations may reserve tables for periods of one hour to an entire day, with tabling beginning as early as 8:00 am and ending by 10:00 pm.
- Reservations are made using the Student Organization Table Request Form. The Table Request Form must be submitted to the Office of Event Management and Scheduling a minimum of three days prior to the proposed tabling date. Table Request Forms will be reviewed in the order in which they are received and will be approved on a first-come, first-served basis.
- Student organizations may table only if they are notified by the Office of Event Management and Scheduling in writing that their application to table in a specific time slot has been approved. Requesters should allow three business days for review and confirmation of their Table Request Form.
- Student organizations may also reserve any of the three tables within the Marketplace cafeteria vestibule; however, priority will be given to individuals at those tables consistent with the “Reservations by Individuals” section below.
- If there is high demand for reservations from student organizations for tabling in a particular week, the Office of Student Life reserves the right to prioritize student organizations that have not recently conducted tabling activities.

Reservations by Individuals

Individual members of the Georgetown Law community -- including staff, faculty, students, and groups of Georgetown Law community members that are not officially recognized as student organizations -- may reserve any one of the three tables in the Marketplace cafeteria vestibule to communicate about topics or issues that they believe may be of interest to the Georgetown Law community, with the following constraints:

- Individuals may reserve a maximum of 2 four-hour tabling slots in any single week, with tabling beginning as early as 8:00 am and ending by 10:00 pm.
- Reservations are made using the Table Request Form. The individual must electronically submit a completed Table Request Form to the Office of Event Management and Scheduling between 9:00 a.m. Monday and 12:00 p.m. Wednesday during the week

⁴ Student organizations or individuals reserving table space at the Law Center are required to comply with all Law Center policies, including but not limited to the Advocacy and Lobbying Policy, Fundraising Policy, Media and Copyright Policy, Policy on Partisan Political Activity, and the Room and Space Reservation Policies. These policies can be downloaded and reviewed in their entirety on the Student Organizations [Resources and Policies](#) page.

before the proposed tabling slot(s). Table Request Forms will be reviewed in the order in which they are received and will be approved on a first come, first served basis.

- Individuals may table only if they are notified in writing by the Office of Event Management and Scheduling that their application to table in a specific time slot has been approved. Requesters should allow three business days for review and confirmation of their Table Request Form.
- Individuals may not engage in solicitation or direct fundraising while tabling. Providing information to interested passersby about how they can become involved in or contribute to a cause or activity on their own is permissible, as is collecting names and contact information from those who express a wish to get involved or receive more information.
- If there is high demand for reservations from individuals for tabling in a particular week, the Office of Student Life reserves the right to prioritize individuals who have not recently conducted tabling activities.
- With the exception of the outside vendor provision below, individuals who are not members of the Georgetown Law community are not permitted to reserve or be present at a table, even if accompanied by members of the Georgetown Law community.

Reservations by Outside Vendors

Tables are occasionally made available on a limited basis to outside vendors whose services (bar review, legal research, etc.) are of particular interest to students. Outside vendors may reserve tables at the sole discretion of the Office of Event Management & Scheduling. Requests are made using the Bar Review and Legal Research Companies Room & Table Request Form.

Partisan Political Tabling Activity

Individuals and officially recognized student organizations may engage in partisan political activity at tables they have reserved, including advocating for or against specific candidates for public office, with the following conditions:

- The partisan political activity must be consistent with all requirements of the Georgetown Law Policy on Partisan Political Activities and Lobbying.
- Political fundraising is not permitted at the tables or elsewhere at the Law Center.
- No communication, including materials or information displayed or distributed during partisan political tabling activity, may include Georgetown University letterhead, signs, seals, or logos or otherwise represent or imply that the University supports or endorses the views or materials of the individual and group at the table.

Georgetown's Commitment to Freedom of Expression

Georgetown University Law Center is committed to standards promoting speech and expression that foster the maximum exchange of ideas and opinions. However, the right of free speech and expression does not include unlawful activity or activity that endangers or imminently threatens to endanger the safety of any member of the community or any of the community's physical facilities, or any activity that disrupts or obstructs the functions of the University or imminently threatens such disruption or obstruction.