

Title: Tabling by Internal Groups

Code: GG0050-1

Policy Reference: B0502, Goods and Services: MATC's Relationship With the  
Private Sector

Tabling is defined as operating an informational table to engage students or employees. Those working a table must be stationed at the table itself and may engage with students, employees and others who pass by the location or stop to engage. To maintain a comfortable environment for students and employees, we ask that those at the tables respect students and employees' personal space; any disruptions of this nature reported to MATC Public Safety will be addressed following college procedures.

#### Enforcement

Should tabling activities interfere with the flow of traffic or the ongoing operations of the college, the college reserves the right to remove the table.

#### Permitted internal groups

Tabling is permitted by:

- College divisions or departments for the purposes of official college business
- Employee Affinity Groups recognized by the college's Diversity, Equity & Inclusion office
- Employer partners recognized by the CareerHub (CareerHub should request on the employer's behalf)
- Four-year university partners identified by the High School Relations and Transfer department (HS relations should request on the university's behalf)
- Student organizations recognized by the college's Student Life office (Student Life should request on the organization's behalf)

Student Life along with related student organizations will directly operate voter registration efforts on behalf of the college.

The above permitted college units/partners may operate a table from 8 a.m.-8 p.m.

#### Other groups / free speech

Any request from an entity not listed above to 'table' will be referred to the free speech process/procedure (GG0053-1).

### Request process

Requests should be made at least 30 days in advance to [matc.sharedwork.com/requests](http://matc.sharedwork.com/requests).

### Timing

Tabling is permitted no more than five (5) days in any three-week period. If a table is set up without a request or going through the Conference Management Team, the college reserves the right to remove the table via Facilities Operations or Public Safety.

### Permitted locations

#### **Downtown Milwaukee Campus - request via [matc.sharedwork.com/requests](http://matc.sharedwork.com/requests)**

- 1st floor S Building (limit: 8 tables)
- 2nd floor S Building (limit: 12 tables)
- 3rd floor S Building (limit: 12 tables)
- Bridge between M Building and Highland structure (limit: 1 table)
- Bridge between C and M building (limit: 1 tables)
- Individual divisions and departments may request 1-2 tables to be placed outside their offices; this will be reviewed by the Conference Management Team to ensure there are no Public Safety concerns.

#### **Mequon Campus - request via campus coordinator**

- Upper lobby (limit: 25 tables)
- Lower lobby (limit: 20 tables)
- Cafeteria (limit: Based upon setup)
- Nursing wing (limit: 5 tables)

#### **Oak Creek Campus - request via campus coordinator or Student Life (for student organizations)**

- Upper atrium (limit: 3 tables)
- Lower atrium (limit: 5 tables)

#### **West Allis Campus - request via campus coordinator**

- Outside Cafeteria (limit: 3 tables)
- Student Lounge (limit: Based upon setup)

#### **Education Center at Walker's Square - request via campus coordinator**

- Cyber Cafe 4th Floor (limit: 7 large or small round tables)
- 1st Floor hallway (limit: 7 large round tables)