

Table Visit Reservation

RVC Administrative Procedure (2:40.010)

Contents

RVC Administrative Procedure (2:40.010).....	1
A. Purpose.....	1
B. Department and Primary Point of Contact Involved.....	1
C. Definitions.....	1
D. Procedures.....	2
1. Determination of Rental Purpose:.....	2
2. Waiving of Fees.....	2
3. Fee Payment	2
4. Review of Classification/Fee Waiver Status.....	2
5. Application Review.....	3
6. Notification of Reservation Approval/Denial	3
7. Completing of Reservation Process.....	3
8. Vendor/Table Conduct Expectations.....	3

A. Purpose

Rock Valley College's goal is to promote and preserve a safe environment for all who attend or participate in Rock Valley College-sponsored virtual or in-person events. The purpose of this procedure is to ensure that all requests by individuals or groups to reserve use of RVC equipment, property, or premises are reviewed according to the same process.

B. Department and Primary Point of Contact Involved

Department: Rock Valley College Facilities, Plant, Operation and Maintenance and Student Services.

Point of Contact: FPOM – Director of Plant Operations and Maintenance and the Dean of Students.

C. Definitions

Table Visit: generally described as an individual or organization's use of an eight (8) foot folding table and up to three chairs to distribute or hand out information about their organization or offer employment opportunities to students.

Rock Valley College

D. Procedures

External individuals or organizations seeking to reserve the use of any RVC equipment, property, or location should contact the Rock Valley College Facilities, Plant, Operations, and Maintenance Department (POM) to obtain a Facility Usage Application. Completed applications should be submitted to the POM Department.

Students or student groups seeking to reserve the use of any RVC equipment, property, or location should contact the Dean of Students or Director of Student Life Office to obtain a Facility Usage Application. Completed applications should be submitted to the Dean of Students Office. The document will be transferred from the Dean of Students to POM for final review and scheduling.

In either case, the College reserves the right to limit usage to certain or designated locations and hours on any day(s) that have been reserved.

1. Determination of Rental Purpose:

RVC will review the Facility Usage Application to determine whether the individual or organization requesting the visit is:

- A. A government entity that collects or is supported by taxes that is trying to further employment or education opportunities of Rock Valley College (RVC) students.
- B. An educational organization that is trying to further the employment or education of RVC students or a student group or club wishing to promote their student club or group.
- C. A private or public entity that is attempting to recruit RVC students for employment.
- D. Advertising their business or concept to RVC Students or any other request.

2. Waiving of Fees

Requests that fall under Sections A, B, or C will be automatically eligible for a fee waiver. The organization must still provide a valid Certificate of Insurance (COI) to RVC and must review RVC's Standard of Conduct before holding their table visit on an RVC campus.

3. Fee Payment

Requests that fall under Section D will not be eligible for a fee waiver, unless the individual or organization is granted a waiver pursuant to the review process outlined in Section 7 of this document.

Note: The fee amount will be shared with the organization and will be agreed upon and documented in the formal rental contract.

4. Review of Classification/Fee Waiver Status

RVC is an equal opportunity educator and employer.

Rock Valley College

Individuals or organizations that believe their classification is inaccurate, or who fall under Section D but wish to request a fee waiver due to extenuating circumstances, may request a formal review of their Facility Usage Application. The request should be made in writing and submitted to the Vice President of Operations. The review will be conducted by the Vice President of Operations and a final determination will be rendered within 10 business days of the Vice President's receipt of the request.

5. Application Review

All applications will be reviewed. Applications from individuals or organizations that fall under Sections A, B, or C may be approved by the POM Office or the Dean of Students Office. Applications from individuals or organizations that fall under Section D must be reviewed by RVC leadership. All applications will be subject to and reviewed to ensure compliance with Board Policy 2:40:010 Facilities and Grounds Rental and the associated administrative procedures.

6. Notification of Reservation Approval/Denial

- If Leadership denies the request, the Event Coordinator will notify the organization of the denial and the reason for the denial.
- If Leadership approves the request, the Event Coordinator will notify the organization that their request was approved and will proceed with the steps outlined in Section 10.

7. Completing of Reservation Process

After RVC Leadership approves the request, the Event Coordinator will provide the organization with a contract reflecting the approved date(s), location(s), time frame(s), and rental fees for said Table Visit(s). Once there is a signed contract in place, it will be mandatory that the Organization sends RVC a copy of their valid COI and review RVC's Standard of Conduct before holding their Table Visit(s) on an RVC Campus.

8. Vendor/Table Conduct Expectations

It is expected that all approved vendors and their representatives abide by the College's Standards of Conduct for Visitors and Guests, Administrative Procedure 2.40.010.

- In addition, table vendors and their representatives are required to stay within three feet of the assigned table(s). Vendors are not to wander to other campus spaces to engage student or staff members.
- Vendors and their representatives are not to call out to students or employees to come to their table.
- No aggressive soliciting, vendors must not approach or harass passerby.

Rock Valley College

- Promotional materials must comply with College standards and not conflict with institutional values.
- Noise levels are not to be amplified unless approved.

Violations can result in immediate removal from campus, fines, or bans on future access. Vendors may be held liable for any damage caused during their use of the space.

Last Modified Date: June 9, 2025