MUC Display Table Guidelines

The Morris University Center (MUC) and Event Services know the importance that Display Tables play in a student organizations success and we want to provide a safe venue for all our students, faculty and staff at SIUE. Below are the guidelines for Display Tables hosted by Student Organizations or Departments to assist with appropriate social distancing. Display tables for Off Campus groups are currently prohibited.

· The sponsoring organization must submit and have an approved Event Safety Plan.

· The sponsoring organization must take and submit an attendance list for all attendees and members. Get Involved provides a contactless check-in process to assist with this process.

· Tabling that involves distribution of items in any way must utilize an advanced sign-up system to help manage social distancing. No more than 30 people per 15-minute time period should be scheduled.

· The MUC will provide 2 – 6ft Tables placed together to create a 6’x5’ tabletop along with 2 chairs.

· A maximum of 2 organization representatives that can be present at the display table at a time. Representative(s) must remain behind the table at all times.

· The sponsoring organization representative(s) will be required to wear a mask at all times.

· The sponsoring organization representative(s) are responsible for line and crowd control. Stanchions may be requested through Event Services during the planning phase of the event.

· Hand sanitizer must be provided and accessible for the public and the organization representative(s)

· There should be no hand to hand contact when distributing items. Items should be placed on the table for pick up only. If you are experiencing any symptoms of COVID-19 as designated by the CDC/health department guidelines, — which include fever, muscle and body aches, cough and sore throat — stay at home and seek medical attention.

All student organizations and departments planning events in the MUC and SSC, are required to stay informed about the guidelines for safely hosting meetings and events. It is the responsibility of the client to ensure to the safety of their guests, the MUC will not be held responsible. Please direct any questions or concerns regarding meeting or event guidelines to the Event Services Office at Event_Services@siue.edu or 618-650-3001.