

Southwest (SW) Pavers Tabling Guidelines



1. Requestor must check in at the Hughes-Trigg Student Center (HTSC) Welcome Desk on the main lobby floor upon arrival for their tabling reservation.
2. **HTSC SW Pavers location:** Requestor must leave their SMU ID at the Welcome Desk to check out a table and chairs. The ID will be returned at the conclusion of the reservation. Tables and chairs are for HTSC SW Pavers reservations only.
3. HTSC SW Pavers tabling is an **outdoor location** and cannot be relocated indoors due to inclement weather.
4. Tabling reservations involving food, beverages, or external guests/vendors require the submission of an **Indoor Event Support Request (IER)** prior to the event.
5. Tabling reservations involving food, beverages, or external guests/vendors that do not have an approved Indoor Event Support Request (IER) will be canceled.
6. Tents and animals are not permitted at the HTSC SW Pavers location.
7. Tabling reservations must be submitted at least **one (1) week** prior to the reservation date.
8. Student organizations may reserve tables on behalf of external entities (e.g., as ambassadors for a company). However, the reservation will be subject to external reservation fees, as the company is considered an External Group. Additionally, the products or services being promoted may not directly compete with SMU products or services (e.g., fitness centers, food service providers, etc.).
9. Fundraising activities conducted at a tabling reservation must comply with the **Student Affairs Fundraising Policy**.
10. If you need assistance, please email htsc@smu.edu.