

Bowdoin Dining Service

Policy/Procedure:

Table Tents and Posters Policy

Many student groups request space in the dining halls for table tents or other marketing materials. Although this can be an effective way to communicate with students, this policy is intended to protect our customers' rights to an enjoyable meal, keep the dining hall tables from becoming cluttered with paper and not create additional work for dining staff.

- We are happy to consider this request, but to help control the number of table tents, we encourage groups to consider using a Digest notice or other electronic notice with an embedded link to a poster. Directions are at the IT website at <https://www.bowdoin.edu/it/email/internal/gl.shtml>
- Requests for use of the dining halls for table tent marketing purposes must be made with the Operations manager of Thorne dining hall via e-mail. Advertising must be sponsored by college organizations and may not be for an individual. The table tent must indicate the name of the sponsoring organization.
- No more than 2 tents will be scheduled for any given period of time. The dining hall manager will track requests.
- The group limit for table tent placement is 5 days. Table tents must list the date of placement on them. *Dining Service may remove the table tents at any time for business reasons.*
- No more than 40 table tents for Thorne and 40 table tents for Moulton Union may be placed on the tables. The person who makes the request is responsible for card placement. Dining staff will remove them at the end of the 5th day.
- The table tents must be on card stock and no larger than 5 ½" x 4 ¼".
- Please respect our students and staff. Dining Service reserves the right to reject any announcement that contain offensive language or pictures or messages that detract from the ambiance we wish to create in the dining hall.
- Generally posters are not allowed because our bulletin boards have been designated for specific dining business such as comment cards and nutrition information. Occasional exceptions may be made by the dining hall manager if the poster information is related to concerns of dining such as recycling. Posters are not allowed on walls or windows.