

Guidelines for the use of the Dining Hall Foyer Tabling Space

Eligible Users

Tabling in the Dining Hall Foyer is limited to the following University of Wyoming Housing, University of Wyoming Dining Services, Student Affairs, and Residential Education entities.

Space Availability

- One table is available for tabling use in the Dining Hall Foyer.
- The designated tabling location will be on the west side of the foyer, between the dining hall entrance and Bucking Horse Bakery.
- Use of the space is subject to availability and advance scheduling.

Setup and Cleanup

- Groups are responsible for providing their own table linens and display materials.
- All materials, supplies, and personal items must be removed immediately following the reservation period.
- Groups are expected to leave the area clean and in good condition.
- If your event generates trash, please empty the foyer rubbish bins when finished. Dining Hall staff can assist with the location of the trash dock and provide garbage bags if needed.

Food and Refreshments

- Outside food and beverages are not permitted to be distributed in the tabling area.
- Bucking Horse Bakery can provide refreshments and food service upon request. Please inquire for options and pricing.

Noise and Conduct

- Amplified sound, including speakers, microphones, or other sound-enhancing devices, is not permitted.
- Activities must not disrupt normal dining hall operations or pedestrian traffic.

Reservations

- Standing or recurring reservations will not be accepted.
- Each request must be submitted individually and is subject to approval.

- Please allow up to 48 hours between request and approval

Scheduling Contact

To request a reservation or ask questions regarding tabling availability, please contact Cindy Bernaski, CowGrl65@uwyo.edu and using Tabling Reservation Request in the subject.