

Duquesne University School of Law Table Policy

The purpose of this policy is to maintain a professional working environment for Law School students, faculty, and staff. All table reservations and placement must adhere to the guidelines below. Anyone who moves tables from designated areas without permission or who otherwise fails to comply with the policies outlined below will not be permitted to reserve a table for a one year period following the incident.

1. Main Lobby Area. Table space (between Rooms 203 and 204 across from the Registrar's Office) is to be used for limited official Law School purposes, such as conference/program registration and refreshments, commencement needs, registration/exam information, and special student organization occurrences (e.g., SBA elections). (Note: space directly outside of the Registrar's Office is for Registrar's Office use only.)

Outside vendors, such as Lexis, Westlaw, BarBri, Kaplan and Themis, are permitted to set up in the upper or lower lobby two times per semester. The full-time employees of these outside companies must be present during this time; however, student representatives are permitted to sit with them.

2. Student Lounge Area. Table space in the upper lounge area near Java City is primarily available for Law School and Student Organization use. A six foot table may be set up on the carpeted space. A smaller table is always available on the carpet to the left of the ramp that leads to the lower lounge area. Student Organizations and Law School staff from offices such as Career Services and the Center for Legal Information have priority access to the upper Student Lounge area.

Please note that in limited instances the entire lower Student Lounge Area will be booked by the Law School administration.

For table reservations, please contact the Student Organizations Office at lawstudentorgs@duq.edu. All table reservations are on a first come first served basis.