

POLICY ON LOBBY TABLE USE BY STUDENT GROUPS AND VENDORS

I. Statement of Purpose

1. It is the policy of New England Law | Boston to make all students feel as comfortable and welcome as possible. To this end, and since all students must pass through the lobby and public areas of the school on the way elsewhere, we do not permit political or religious activities in the lobbies, hallways, library, student lounge, or other common areas of the school's premises. As an educational institution, we do encourage vigorous debate in responsible ways within the classroom; in student, faculty, or school-sponsored meetings and talks; and in other appropriate areas.
2. This policy is not intended and should not be interpreted to restrict or prohibit New England Law groups whose activities include advocacy stances on politics or religion from using the common areas of the school to recruit members, announce speakers and events, or to engage in any other nonpartisan, nonsectarian activity.

II. Definitions

For the purposes of this policy:

1. "Student organization" means a group of New England Law students funded and recognized as such by the Student Bar Association.
2. "Vendor" means a vendor of goods or services that have particular relevance to law students. (For bar review companies, see separate policy.)
3. "Reservation" means a reservation to use one table in the Stuart Street lobby for one identified day.

III. Procedure for Student Organizations to Make Lobby Table Reservations

1. A student organization may reserve one table per day and may reserve a maximum of two days in a single week.
2. Reservations must be made at least one week in advance. Reservations with less advance notice risk not being accepted.
3. Reservations must be made online using the master calendar reservation system, <http://calendar.nesl.edu/>, and are not final until they appear on the public master calendar after approval by the Office of Facilities and Security.

4. At the end of a reservation day, lobby tables must be left clean, with all materials removed. This rule applies regardless of whether the student organization also has a reservation for the following day.
5. Any student organization reserving and using a lobby table agrees to pay for any damages that result from that usage. In addition, the school reserves the right to sanction any student organization or its members if their use of a lobby table has interfered with normal school activities and routines or has damaged school property.

IV. Procedure for Vendors to Make Lobby Table Reservations

1. Any business or other outside organization wishing to make a lobby table reservation must first procure the SBA's recommendation. The SBA shall only recommend those vendors of goods or services that it determines have particular relevance to law students. It may, at its discretion, take additional characteristics of the vendor into account. The Office of Facilities and Security will expedite communication between the SBA and the vendor. The Director of Student Services will consider the SBA's written recommendation and explanation in deciding whether to approve the request for a lobby table.
2. Only vendors that have been approved by the Director of Student Services pursuant to paragraph IV.1. may reserve space in the lobby.
3. An approved vendor may make one reservation per semester. Reservations may only be made for the 14 weeks during which classes are held. No reservations may be made during orientation, exam, or vacation periods or at other times when no classes are held.
4. Vendor reservations may only be made for Wednesdays and only for one table per reservation.
5. Reservations must be made at least two weeks in advance. Vendor reservations with less advance notice risk not being accepted.
6. Reservations by an approved vendor must be made online using the master calendar reservation system, <http://calendar.nesl.edu/>, and are not final until they appear on the public master calendar after approval by the Office of Facilities and Security.
7. At the end of a reservation day, lobby tables must be left clean, with all materials removed.
8. Any vendor reserving and using a lobby table agrees to pay for any damages that result from that usage. In addition, the school reserves the right to bar any vendor whose use of a lobby table has interfered with normal school activities and routines or has damaged school property.

V. Use of Lobby Tables

1. Lobby tables may not be used to directly advance a political or religious stance or position. This means that those reserving the tables may not, among other things, use the reservation to engage in support or opposition of a political candidate, ballot initiative, or measure in front of a legislative body;

- to advocate for or against a highly contested political or religious claim; to display prominently political or religious symbols; or to engage in any political or religious rituals or proselytizing.
2. Those using lobby tables may not employ aggressive sales techniques to promote the purchase of their goods or services or the adoption of their intellectual positions. The determination of what constitutes aggressive sales techniques will be within the discretion of the Director of Student Services unless the Dean designates someone else.
 3. Lobby tables may appropriately be used, among other things, for the following activities: soliciting members, publicizing speakers or programs at the school, promoting other activities of the student organization, raising money for student organizations, or selling goods or services of particular relevance to law students.

VI. Cancellations and No-shows

1. If a student organization or a vendor needs to cancel a reservation, it should be done as soon as possible but no later than one business day prior to the reservation. To cancel a reservation, contact the Office of Facilities and Security, 617 422-7287.
2. If a student organization or a vendor has made a reservation that it does not use and has not cancelled as provided above, it may lose reservation privileges for the rest of the semester.

VII. Administration of this Policy

1. This policy shall be administered jointly by the Director of the Library and the Director of Student Services.
2. The Office of Facilities and Security shall inform both the Director of the Library and the Director of Student Services of reservation cancellations as quickly as possible.
3. The Dean or his designee may waive any of the provisions of this entire policy if appropriate to advance the goals of the school.

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