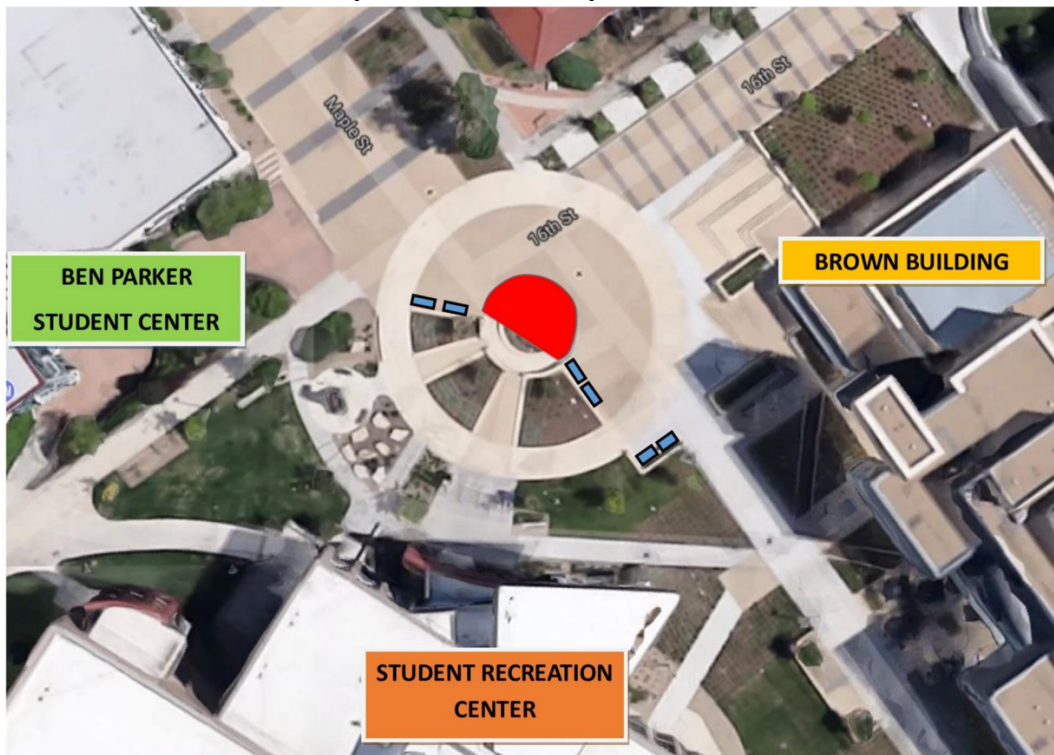


Maple Plaza Guidelines

Tabling:

- Campus Events, in conjunction with the Office of Design & Construction and the Golden Fire department may permit up to 6 tables to be placed on Maple Plaza for tabling in a given day.
Tabling may only occur along the two straights that jut out from the middle circle between the Student Rec Center & Ben Parker Student Center and also in the corner closest to the Student Center.
- Groups requesting to table on Maple Plaza should only submit (1) request for tabling on a given day, to allow other groups on-campus to have the ability to table as well.
 - When reserving a space to table, you will be given (1) 6' table and (2) chairs to use after the submission of your work order.
 - After requesting and receiving your tabling confirmation from the Campus Events department, please submit a work order with your 5-digit reservation number to allow our Event Setup Team to have the table and chairs ready for your tabling event. Please see <https://www.mines.edu/operations/work-order-requests/> to submit your work order.

Please see map below for table placement information:



- Red circle = As of September 7, 2017 per the Golden Fire Marshal, groups are no longer able to table around the circle.
- Blue rectangles = spaces groups are able to reserve for tabling

Tents on Maple Plaza:

- To adhere to fire code policies, we are unable to allow any requesting groups to rent or pitch tents on Maple Plaza.
- If you are looking for a venue that you'll be able to utilize a tent, please check the availability of our other outdoor spaces such as Stratton Commons, Jalili Plaza, and Chevuront Commons. Please use Virtual EMS by heading to <https://events.mines.edu/> .
 - If using tents, please remember to secure the tent with 9lbs per 10 square feet.
 - e.g. If your tent is 10x10, you'll need 90 lbs of weight (in weighted blocks, sand bags, etc.) to safely secure the tent to the ground.