

# Back to School Picnic Guidelines

- University Departments and Recognized Student Organizations will be supplied one (1) table at no charge.
- Non-profit organizations will be supplied one (1) table at no charge.
- For-profit businesses will be supplied one (1) table at no charge.
- Chairs will not be provided, but groups are allowed to bring their own.
- Due to limitations of power supply on the Quad, power requests will be approved on an extremely limited basis. Groups requesting power need to provide specific details on how power will be used so it can be appropriately allocated.
- No liquor stores, tobacco establishments, or pornographic enterprises will be permitted to register. Student Engagement reserves the right to deny requests from any entity that does not align with the values of Fort Hays State University.
- Student Engagement reserves the right to deny requests which include activities that may be harmful or disruptive to participants. Examples include, but are not limited to water activities, live animals, inflatables, open flames, weapons, etc.
- Groups are not permitted to promote credit cards on-campus.
- No sales are allowed – only giveaways, merchandise, coupons, information, etc.
- All student organization and university department giveaways must comply with university identity standards.
- The Union Catering Company is the official food provided of the Back to School Picnic. As such the following rules apply to the giveaways of food items: Items that could be considered a meal replacement are not allowed. Examples include but are not limited to pizza, sandwiches, burritos, hot dogs, etc.
  - Items are not allowed to be prepared on-site at the picnic
  - Items cannot be served from a common container.
  - Items must be individually wrapped in original sealed packaging.
  - Items such as bottled drinks, popsicles, and individually wrapped candies are allowed and encouraged.
- The handing out of any giveaways or promotional items may not begin until after the initial event welcome has taken place.
- Changes to table registrations will not be accepted past noon on Monday, August 10, at 4:30 PM. All changes must be coordinated with the Student Engagement Office.
- Participants may begin setting up no sooner than 3:30 pm on Monday, August 17th. Organizations should check in at the event registration prior to setting up. The picnic will take place from 4:30 – 6:30 pm.
- To provide all students with the opportunity to interact with all organizations, tables are expected to be staffed for the duration of the event.
- Any items left behind after the picnic concludes will be thrown away.