

Stall Etiquette Guidelines

There are multiple outdoor spaces available for student groups to book on campus. For more information on which spaces you can use on campus, check out our Bookable Outdoor Spaces on Campus Guidelines.

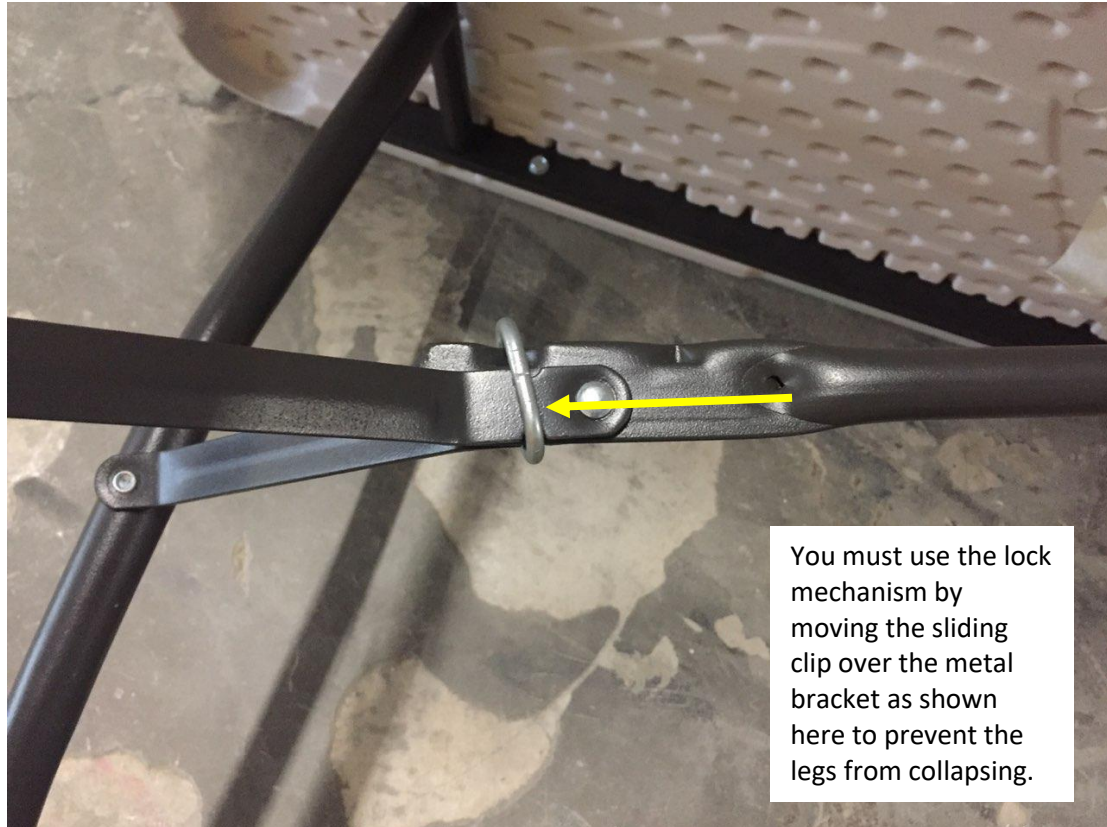
Macquarie University fully appreciates the need of University groups to hold stalls on campus to promote engagement with their student group or society. All Macquarie University affiliated student groups have the privilege of booking a space on campus to hold a stall for this purpose.

The University acknowledges this is an important part of our daily campus life. However, we need to do this in a spirit of respect for our community and campus environment.

With this in mind, **we ask that you abide by the following guidelines when holding a stall on campus:**

- Ensure there are at least **TWO (2)** representatives from your student group present at your stall at all times.
- Do not engage in, or condone, unwanted or inappropriate behaviour. This includes but is not limited to all forms of bullying, harassment, violence, discrimination and offensive conduct. Failure to follow this standard is a breach of the [Student Code of Conduct](#) and is subject to disciplinary action by the University.
- Book the appropriate space with your CLO in advance. Due to multiple requests and bookings the CLO will have to check availability before confirming your booking. If a booking has not been made or you did not receive approval from relevant department, your group will be asked to vacate the outdoor space.
- Occupy and limit the event to the booked area only.
- Please ensure you're lifting with your legs and use trolleys for heavier items.
- Do not block access to entry or exits to buildings and fire exits or hydrants.
- Ensure against spill and trips hazards e.g. electrical cords are safely secured.

- Ensure tables are assembled safely and securely (this includes locking your table into place to prevent collapse).



- Do not damage, destroy, endanger, obstruct, disrupt or otherwise interfere with the operation or availability of, any University property or any property of any member of the University community or any associate of the University.
- Always adhere to COVID-19 public health orders.
 - Maintaining 1.5 m physical distancing;
 - Where 1.5 m physical distancing cannot be maintained, wear face masks;
 - Sanitising regularly; and
 - Reminding invitees to not attend if not feeling well or if they have been instructed to self-isolate.
- In case of emergency call Security on 9850 9999.
- Security can also be reached on 9850 7112 for non-emergency situations.