

# University of Regina Corridor & Table Booking Application Form

## Applicant Information

Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Organization/Group (if applicable): \_\_\_\_\_  
Applicant Type (check one):  
☐ Not-for-profit Organization/Individual  
☐ For-profit Organization/Individual  
☐ University of Regina Student Group

## Booking Details

Location Requested:  
☐ Riddell Centre  
Number of Tables (max 2 per location): \_\_\_\_\_  
Dates Requested: \_\_\_\_\_  
Time Requested: \_\_\_\_\_ to \_\_\_\_\_

## Rental/Fees

Fee Schedule:  
• For-profit → \$250/table/day Non-profit \$125/table/day  
A \$50.00 fee will be assessed to the invoice total if the table is damaged at the end of the rental.  
☐ I acknowledge that applicable fees will be paid prior to booking.

## Food & Beverages (if applicable)

Will food/beverages be provided?  
☐ Yes (requires University of Regina permission)  
☐ No  
If Yes, describe items: \_\_\_\_\_

## Acknowledgement of Policy

By signing below, I confirm that:  
- I have read and agree to abide by the University of Regina Corridor & Table Use Policy (attached).  
- I understand that failure to comply may result in loss of booking privileges and/or deposit.  
Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## University of Regina Corridor & Table Use Policy

## **Definitions**

- Not-for-profit Organization - An organization which is a registered not-for-profit or an individual who is not making a profit for personal, non-academic gain. Proof of not-for-profit status will be requested.
- For-profit Organization or Individual - Any individual or organization that aims to make a profit for personal or professional gain.
- Tabling Material - Includes any and all content, in any and all forms of media, displayed by the applicant in, on, or around the tabling space allocated.

### **1.1 Corridor Use**

Groups who congregate in the corridors or around a table must not substantially obstruct the flow of traffic throughout the university. Whether the obstruction is substantial or not is at the sole discretion of the University of Regina and the University of Regina Campus Security. The University of Regina is entitled to restrict corridor behaviour and/or cancel any further table bookings in the event of repeated violations.

### **1.2 Table Use within Corridors**

University of Regina manages table space in the Riddell Centre. These spaces are available for booking by the University of Regina Community as well as members of the public. The following restrictions apply to table bookings:

- Maximum of 10 tables available in Riddell Centre.
- Individuals/groups booking tables are limited to no more than 2 tables at a time.
- Tables cannot be moved from their location.

### **1.3 Table Fees**

For-profit Organization | \$250/table/day

Not-for-profit Organization \$125/table/day.

Student Group, please email [tables@uregina.ca](mailto:tables@uregina.ca)

A \$50.00 fee will be assessed to the invoice total if the table is damaged at the end of the rental.

### **1.4 Content**

All Tabling Material approved by University of Regina must not be in violation of the Saskatchewan Bill of Rights, the Canadian Charter of Rights and Freedoms, all University of Regina By-laws and/or policies (most often the Respectful University Policy), and all applicable municipal, provincial, and federal laws. Tabling Material which may be perceived as being discriminatory, offensive, denigrating, demeaning, or exploitative shall be deemed to be in violation of this policy. Tabling Material must also conform with the spirit of creating a positive space for students on campus. Any Tabling Material hung on walls must be hung with painter's tape. Scotch tape, sticky tack, pins, etc. are strictly forbidden. If materials hung on walls damage University of Regina property, it will be the "renters" responsibility to pay all associated costs with repairs.

### **1.5 Food and Beverages**

Selling or giving away any kind of food or beverages requires explicit permission in advance from the University of Regina. Such tabling must follow the University of Regina policy on Food Services and Regina Qu'Appelle Health Region (RQHR) Food Safety Regulations. Violations include but are not limited to: not preparing food in a licensed kitchen, not transporting or storing food safely, or not serving food safely. University of Regina reserves the right to cancel a booking without refund if regulations are not followed.

Exceptions may be granted on a case-by-case basis (e.g. popcorn, coffee/hot chocolate). Requests must be made to the University of Regina in writing via email at least one week in advance. Only "low-risk" items as per the RQHR Home Food Processing Fact Sheet may be approved.

### **1.6 Approval Process**

All table bookings are handled exclusively by the University of Regina Student Affairs on a, first-come,

first-served, with priority given to University of Regina bookings, followed by student groups, then other groups. Process:

1. Applicant email all requests dates/times/location.
2. Applicant provides name, contact info, and group/event name.
3. Booking is created and assigned a table number.
4. On first day, applicant must check via email and fill out the Table Booking form before tabling.

### **1.7 Blackouts**

University of Regina may block bookings for elections, Welcome Week, or Frost Week. Approval must come from University of Regina Student Affairs or Staff Designate.

### **1.8 Cancellations**

University of Regina may cancel table bookings (elections, Welcome Week, Frost Week, overbooking). Applicants will be notified and alternate accommodation arranged when available. University of Regina is not liable for applicants' losses in the event of cancellations.

### **Related Information**

- University of Regina "Respectful University Policy":  
<http://www.uregina.ca/policy/browse-policy/policy-GOV-100-015.html>
- Saskatchewan Bill of Rights:  
<https://publications.saskatchewan.ca/api/v1/products/91663/formats/108565/download>
- Saskatchewan Food Safety:  
<https://www.saskatchewan.ca/residents/environment-public-health-and-safety/food-safety>
- University of Regina Food Services Policy: <https://www.uregina.ca/policy/browse-policy/policy-OPS-1>