

VICTORIA COLLEGE STUDENT TABLING REQUEST FORM & CONDITIONS OF SPACE USE

Last updated October 7, 2022

The following is modified from the Sidney Smith Hall Lobby Tables – Conditions of Use Agreement

Submitting this form does not guarantee your table is booked. You will receive confirmation from Dean’s Office staff about booking confirmation and/or a follow ups if any catering is involved.

Part A: Proposed Table Request Student Event Organizer (SEO)

1. Group Title and Table Description:	
2. Proposed Location of Event: <i>a. You can request either:</i> <i>b. Wendy Cecil Atrium in the Goldring Student Centre (indoors)</i> <i>OR</i> <i>c. The Victoria College Quad</i>	
3. Proposed Date of Event:	
4. Proposed Start and End Time: <i>Maximum of 4 hours for tabling</i>	
5. Affiliated club/levy/student group/student organization (if any):	
6. Volunteer information (please include the Names, Titles, Phone Numbers, and E-Mail Addresses of all volunteers at the table.	
7. Will you be having any snacks or catering at this table? Please provide details if so. <i>If you are providing catering, you will have to go through Victoria University Food Services and ensure you have enough days to confirm the order, and budget to approve all costs. Please provide enough buffer time when submitting this form.</i>	

I _____ understand and agree to the Terms of Space Use as a guest hosting an information table in the (Victoria College Quad / Wendy Cecil Atrium).

I booked the use of this table on behalf of (insert Vic Club/Levy/Student Group):

_____.

I understand that the Office of the Dean of Students at Vic reserves the right to direct any individual or group who are using the space inappropriately to exit.

Conditions of Space Use:

1. The individual guest(s) listed on your group's table booking submission form are responsible for ensuring that your information table meets the agreed upon Conditions of Use during your scheduled time. Any proposed changes to the staffing of the information table must be flagged to Dean's Office staff.
2. A maximum of three individuals may staff their information table at any one time. Groups with more than three individuals will be required to reduce their numbers.
3. Bookings must use the table and chairs provided. If any furniture is rearranged, it must not block any fire exits or accessible pathways. Classroom or additional furniture from other areas may not be re-located for use at an information table.
4. Groups may not sponsor, host, or book lobby tables on behalf of other groups. Information table bookings are exclusively reserved for Victoria College student groups, clubs, levies, and, on occasion, University of Toronto resources. Organizations external to the University are not eligible to host an information table at Victoria College.
5. Amplification devices are not permitted.
6. If your group is offering snacks, please provide information in the request form. Please note that if any catering is involved, you will have to receive approval from Food Services at Victoria University, and it may require additional business days for approval.
7. Posters and signs may not be attached to the building's walls or doors, unless already approved by Dean's Office Staff or VUSAC (as per the postering policy).
8. Each group is responsible for set-up of their information table. Each group is responsible for cleaning their area - including garbage removal – after the conclusion of their information table.

Signature: _____

Dean's Office Staff Signature: _____

Date: _____