



Corridor Use and Tabling Policy

Policy owner: URSU Operations Manager
Audience: Members and non-members
Approved: Board of Directors (Board Meeting August 13, 2019)
Last Reviewed: September 14, 2016
Review Schedule: July 2020

1. Introduction

The University of Regina recognizes the importance of use of its various open spaces in promoting a vibrant campus. These promotion activities must comply with all fire and building code requirements, all URSU and U of R policies and be presented in a safe, respectful and non-discriminatory manner.

The University of Regina has delegated the routine administration of this policy and the specific spaces dedicated for promotional activities to the University of Regina Students' Union (URSU). This document defines that administration.

2. Definitions

- **Individual Student** - Any dues paying member of URSU.
- **On-Campus Student Group** - A student club or society that has been ratified by the URSU Vice-President of Student Affairs. Also, URSU-associated groups including the 5th Parallel Gallery, UR Pride, WUSC, RPIRG, Women's Centre, Engineers without Borders, and The Carillon.
- **Not-for-profit Organization or Individual** - 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 may be requested.
- **For-profit Organization or Individual** - Any individual or organization that aims to make a profit for personal or professional gain.
- **URSU Staff Designate** - An URSU Staff member who has been tasked with supervising day-to-day corridor and table operations.
- **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.

3. Policy

3.1. 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 URSU and the University of Regina Campus Security. URSU is

entitled to restrict corridor behaviour and/or cancel any further table bookings in the event of repeated violations.

3.2. *Table Use within Corridors*

URSU manages table space in the Riddell Centre, the Classroom Building, and the Laboratory Building. These spaces are available for booking by all URSU members as well as members of the public. The following restrictions apply to table bookings:

Location	Maximum # of Tables
Riddell Center	10
Classroom Building	2
Laboratory Building	2

1. Individuals/groups booking tables are limited to no more than 2 tables at a time in each location.
2. Tables cannot be moved from their location without approval from the URSU Staff Designate.

3.3. *Table Fees*

Applicant Type	Cost
Individual Student	Free
On-Campus Student Group	Free
For-profit Organization or Individual	\$50/table/day
Not-for-profit Organization or Individual	First 15 table rentals each year are free. \$50/table/day for each additional table rental.

1. Prices above do not include GST.
2. Applications on behalf of another applicant type will be treated as that applicant type, e.g. an individual tabling about their personal business will be treated as a for-profit individual and an individual tabling on behalf of a not-for-profit will be treated as a not-for-profit.
3. Individuals fundraising for individual, non-academic purposes will be treated as a For-profit Individual.

With the exception of Student Centres (Women’s Centre, RPIRG, URPrize, The Carillon, EWB), all applicants are required to pay a \$20 deposit (including GST) per table rented. This deposit is refundable upon the completion of the rental if the table is:

1. Left in the appropriate location,
2. Undamaged,
3. Reasonably clean.

URSU has sole discretion on determining when the deposit should be refunded. If the

applicant does not visit the URSU Front Desk by the end of the business day on the last day of their rental, the applicant will be eligible for half of their original deposit. If the applicant does not visit the URSU Front Desk by the end of the business day on the day after the last day of their rental, the applicant agrees to forego their whole deposit.

3.4. Content

All Tabling Material approved by URSU 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 on the basis of gender, sexual orientation, age, race, class, religion, creed, ancestry, country of origin, ethnicity, or other grounds shall be deemed to be in violation of this policy, and will not be permitted to be posted in or around URSU space(s), including URSU tables. Tabling Material must also conform with the spirit of creating a positive space for students on campus.

Any Tabling Material which is to be hung on adjacent walls must be hung with painter's tape to prevent damaging the wall. Scotch tape, sticky tack, pins, etc. are strictly forbidden.

3.5. Food and Beverages

Selling or giving away any kind of food or beverages at the tables requires explicit permission in advance from URSU. Such tabling must follow the University of Regina policy on Food Services. Individual students or student groups may receive exceptions on a case-by-case basis as determined by URSU.

All tabling must at all times follow all the Regina Qu'Appelle Health Region (RQHR) Food Safety Regulations. Typical violations include but are not limited to:

- not preparing the food in a licensed kitchen
- not transporting or storing food safely
- not serving food safely

URSU reserves the right to cancel a table booking without refund of payment if RQHR Food Safety Regulations are not followed.

Individual students or student groups may receive exceptions on a case-by-case basis as determined by URSU. Requests for exceptions must be made via URSU Member Services at least one (1) week in advance of the first date of tabling. Such tabling must provide only items that are deemed "low-risk" as per the RQHR Home Food Processing Fact Sheet.

Typical exceptions include;

- bake-sales
- popcorn
- coffee or hot chocolate served or sold by student clubs

3.6. Approval Process

All table bookings are handled exclusively by the URSU Front Desk or the URSU Staff Designate. Bookings shall typically be handled on a first come, first serve basis with priority given to URSU bookings, followed by student groups (Centres, Societies and Clubs), with the lowest priority being given to other groups. All bookings are subject to the following process:

1. Applicants can call, email, or visit the URSU Front Desk. The applicant will request the dates, times, and table locations that they desire.
2. If the desired dates, times, and table locations are available, the applicant will provide their name, email address, and phone number, as well as the name of the event or organization they are representing (where applicable). The URSU Front Desk will create a table booking with this information and assign that booking a specific table number at the time of booking.
3. On the first day of that booking, the applicant must visit the URSU Front Desk before beginning tabling activities. The applicant will fill out the URSU Table Booking form and will then be provided the table number at which they must sit. URSU cannot guarantee that a specific table location will be available at the time of the rental.

3.7. *Blackouts*

From time to time it becomes necessary for URSU to block all non-URSU table bookings. This is typically done in order to advertise for elections or by-elections, as well as for Welcome Week and Frost Week. Approval for a table blackout must either come from the URSU General Manager or the URSU Staff Designate.

3.8. *Cancellations*

From time to time it becomes necessary for URSU to cancel table bookings. This is typically done in order to advertise for elections or by-elections, as well as for Welcome Week and Frost Week. In some cases, table bookings may be cancelled due to overbooking. Approval for cancellation of a table booking must either come from the URSU General Manager or the URSU Staff Designate.

In the event that a booking is cancelled, the booking applicant will be notified as soon as possible and other accommodations will be arranged whenever possible. URSU is under no obligation for the applicant's losses in the event of a cancelled table booking.

4. Related information

University of Regina "Respectful University Policy":

<http://www.uregina.ca/policy/browse-policy/policy-GOV-100-015.html>

<https://publications.saskatchewan.ca/api/v1/products/91663/formats/108565/download>

<https://www.saskatchewan.ca/residents/environment-public-health-and-safety/food-safety>

<https://www.uregina.ca/policy/browse-policy/policy-OPS-100-005.html>