



Student Table Booking Policy

Date of Last Update: 2024-03-12

PURPOSE

This policy outlines the criteria and process for student groups wanting to book a table on campus.

POLICY

Section 1: WHO

1.1 Ratified student societies or other recognized student groups on campus are eligible to book a table.

1.2 Students hired by outside businesses, outside businesses themselves, and community groups are not eligible for this process and must pay to rent a table at the external rental rate.

Section 2: WHAT

2.1 Student tables are provided to help student groups connect with the campus community in person. Some examples of table usage would be:

- General promotion and Awareness weeks
- Sell tickets/raffles for ERC-approved events (fundraisers must have proper lottery licensing, when applicable).
- Raising Money for Charity/ Non-Profit causes.
- Candy Grams*

* Any bookings intending to serve or sell food products must also apply for a **Food Waiver**. Pre-packaged and mass produced options are **strongly encouraged**.

Section 3: WHERE

3.1 Due to increased demand, Conference Services has expanded table bookings to now include Schwartz School of Business and the Mulroney Institute, in addition to the tables at Bloomfield Centre. In total, there are 6 available table locations on campus:

- Bloomfield Centre (1 Table on 2nd Floor, 3 Tables on 3rd Floor)
- Schwartz School of Business (1st Floor Lobby Entrance- 1 Table)
- Mulroney Institute (Inside 1st Floor Atrium Entrance- 1 Table)

3.2 Table bookings in Bloomfield Centre remain free for approved student use. The tables in the Mulroney Institute and Schwartz School of Business are subject to a \$30.00 fee to cover associated operational costs.

3.3 Table bookings are allocated on a first-come, first-serve basis. In the event of equivalent requests, priority in the Schwartz and Mulroney buildings will be given for academic-related use.

Section 4: HOW

4.1 If interested in booking a table, please complete the following steps **in order**:

1. Email conference@stfx.ca to tentatively secure available date(s).
2. Submit an Event Risk Assessment Form detailing the purpose of your table booking, including supplementary information such as a Food Waiver or Lottery License, when applicable. NOTE: ERC Forms must be submitted **at least 2 weeks prior** to your event. Plan ahead!
3. If APPROVED, the ERC will notify you to proceed with your booking. At this time, Conference Services will work with you to determine setup and tear down time, arrange payment, and any other details & supports your event may require.
4. Once the table booking has been confirmed with Conference Services and the ERC is approved, you can begin promoting your upcoming table event!

For questions about the Table Booking Process, please contact conference@stfx.ca