

CSU Mezzanine Information Tables Terms and Usage Policies

Scope

This policy applies to the four CSU information tables on the Mezzanine of the Hall building.

Special COVID-19 Measures

Users must wear their masks properly (covering the mouth and nose) at all times.

For the purposes of ensuring adequate social distancing, only Table A (closest to the Hive) and Table D (closest to the elevators) may be reserved.

Tabling will be limited to one user at a time; two representatives may not occupy the reserved table at the same time, in order to adhere to safe social distancing measures.

Service is limited to one student at a time; students crowding a table is not permitted.

Users must keep a contact sheet at their table, in order to facilitate the University's Environmental Health and Safety (EHS) team's contact tracing for confirmed on-campus COVID-19 cases.

If a student has been speaking with the representative for over 15 minutes, or the representative anticipates that a student interaction will last longer than 15 minutes, the representative must request the student's name, email address, and phone number for the COVID-19 tracing contact sheet.

Additional COVID-19 terms and conditions for bake sales are outlined below.

Policy

Student organizations registered with the Dean of Students Office for the current academic year and fee levy groups may request the use of the CSU information tables.

Such organizations may reserve a table, pending availability, up to four (4) days per month for activities in line with the objective of the organization.

Bookings can be made a maximum of fifteen (15) days in advance.

Groups are not permitted to transfer reservation(s) to organizations external to Concordia.

The following are not permitted on the CSU information tables:

- Commercial activity (excluding bakesales);
- Music;
- Projector and screens;
- Additional fixtures like board, clothing racks, and more;
- Publicizing beliefs that do not support an environment of tolerance and mutual respect;
- **Flying away from the table;**
- **Higher risk foods;**
- **Appliances, including percolators and kettles.**

TV monitors are permitted only if they are placed behind the table and kept at a minimum volume level.

Users must be present at the designated table at the time indicated in their booking. Failure to do so can result in the cancellation of the booking without prior notice. The designated table will then be reassigned to an interested party.

Repeated failure to use the CSU information tables when booked will result in the loss of your booking privilege for a month.

Inappropriate use of the CSU information tables will result in the loss of your booking privileges for a minimum of a month to a maximum determined by the CSU, depending on the severity of the violation

Users will conform to and comply with Concordia University's guidelines, regulations and policies outlined in the official Concordia University policies site at <http://www.concordia.ca/about/policies.html>

The CSU reserves the right to remove anyone from the premises that is objectionable or unruly.

The CSU reserves the right to cancel a booking at any time by giving verbal or written notice to User.

How to Reserve a Table

To reserve an information table on the Mezzanine of the Hall building, the organization's booking officer may send their request to contactus@csu.qc.ca.

Requests to reserve an information table must include the following information:

- a. The booking officer's full name.
- b. The name of the student organization.
- c. The desired date and time of the reservation.
- d. The organization or booking officer's email.
- e. A phone number to reach the booking officer or organizer directly, in case of emergency or last-minute changes.
- f. A brief description of activities that the organization plans to facilitate at their table.

COVID-19 Terms and Conditions for Bake Sales

Until further notice, food items and beverages must be served free of charge to students. Selling food or beverages is not permitted.

Only low-risk food items may be served to students. To learn more about what constitutes low- and high-risk foods, visit the Concordia page on Food & Catering for Events, under Helpful Definitions. Food items must be labelled and individually packaged in plastic wrap.

Food items and beverages must be distributed by the representative to the student. Organizers cannot allow students to handle food items intended for mass distribution to other students, in order to minimize the spread of possible contamination.

Revised on December 17, 2021