

**University of Regina Students' Association (URSA) Corridor & Table
Booking Application Form**

Applicant Information

Name: _____

Email: _____

Phone Number: _____

Billing Address: _____

Organization/Group (if applicable): _____

Applicant Type (check one):

- Ratified Campus Group
- URSA Partner
- Non-profit Organization/Individual

Non-profit Organization # (if applicable): _____

- For-profit Organization/Individual

Booking Details

Location: Dr. William Riddell Centre

Number of Tables (max 2): _____

Dates Requested: _____

Time Requested: _____ to _____

Rental/Fees

- Non-profit – \$125/table/day + \$50 damage deposit
- For-profit – \$250/table/day + \$50 damage deposit
- Fee waived for Ratified Campus Groups and URSA Partners

The damage deposit will be returned if the table is undamaged at the end of the rental. Ratified Campus Groups and URSA partners will be invoiced the damage deposit amount if the table is damaged at the end of the rental.

Rental fees are due 24 hours before the beginning of the requested tabling period or the final business day of the work week, whichever comes sooner.

- I acknowledge that applicable fees will be paid after booking.

Food & Beverages

Will food/beverages be provided?

Yes (requires approval from The Association)

No

If Yes, describe item(s): _____

Acknowledgement of Policy

By signing below, I confirm that:

- I have read and agree to abide by the URSA Corridor & Table Use Policy (attached).
- I understand that failure to comply may result in booking cancellation, and the loss of booking privileges and/or deposit.

Applicant Signature: _____

Date: _____

University of Regina Students' Association (URSA) Corridor & Table Use Policy

Adopted: May 17th, 2026

1. Definitions

For the purposes of this policy, the following definitions apply:

- 1.1. "The Association" means the University of Regina Students' Association Inc.
- 1.2. "Ratified Campus Group" refers to a campus organization which has received ratification status from The Association (e.g. student club or association)
- 1.3. "URSA Partner" refers to the following organizations: Observers, as defined in the ratification policy, the University of Regina and its Federated Colleges, and off-campus groups co-hosting an event with The Association.
- 1.4. "Not-for-profit Organization" refers to 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, if applicable.
- 1.5. "For-profit Organization or Individual" refers to any individual or organization that aims to make a profit for personal or professional gain.
- 1.6. "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.

2. Corridor Use

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

3. Table Use Within Corridors

- 3.1. The Association 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:
 - 3.1.1. Maximum of 10 tables available in Riddell Centre.
 - 3.1.2. Individuals/groups booking tables are limited to no more than 2 tables at a time, and up to 3 days.
 - 3.1.3. For booking times more than 3 consecutive days, contact advertisements@ursa-students.ca
 - 3.1.4. Tables cannot be moved from their location.

4. Table Fees

- 4.1. Fee Schedule:
 - 4.1.1. Non-profit – \$125/table/day
 - 4.1.2. For-profit – \$250/table/day
 - 4.1.3. Fee waived for Ratified Campus Groups and URSA Partners
- 4.2. Rental fees are due 24 hours before the beginning of the requested tabling period, whichever comes sooner.

5. Deposit

- 5.1. A \$50.00 damage deposit is included in the invoice for Non-Profit and For-Profit groups, and returned if the table is undamaged at the end of the rental.
- 5.2. Ratified Campus Groups and URSA Partners will be invoiced the damage deposit amount if the table is damaged at the end of the rental.

6. Content

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

7. Food and Beverages

- 7.1. Selling or giving away any kind of food or beverages requires explicit permission in advance from The Association, and compliance with the University of Regina Food Services policy and Government of Saskatchewan Food Safety Regulations.
- 7.2. Requests must be made to The Association in writing via email at least one week in advance.
- 7.3. Only "low-risk" items as per the Government of Saskatchewan Home Food Processing Fact Sheet may be approved.
 - 7.3.1. Exceptions may be granted on a case-by-case basis (e.g. popcorn, coffee/hot chocolate).
- 7.4. 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.
- 7.5. The Association reserves the right to cancel a booking without refund if regulations are not followed.

8. Approval Process

- 8.1. Table bookings are handled by The Association on a first-come, first-served basis, with priority given to Ratified groups and URSA partners.
- 8.2. Process:
 - 8.2.1. Applicant emails with completed booking form attached.
 - 8.2.2. Booking form is reviewed and assigned a booking number.
 - 8.2.3. Once booking is approved, the table is set up and labelled in the Riddell Centre.

9. Blackouts and Cancellations

- 9.1. The Association may block or cancel bookings for elections, Welcome Week, policy violations, overbooking, or Frost Week.
- 9.2. Applicants will be notified and alternate accommodation arranged when available.
- 9.3. The Association is not liable for applicants' losses in the event of

cancellations.

10. Penalties

- 10.1. Violations of this policy may result in penalties imposed upon the offending individual or organization, and whose severity and duration are at The Association's discretion.
- 10.2. Penalties may include:
 - loss of booking privileges
 - booking cancellations
 - loss of deposit
- 10.3. The Association reserves the right to determine the severity and duration of a penalty.
- 10.4. Repeated violations may result in a penalty lasting a year, but no more than three years.
 - 10.4.1. A request to review an imposed penalty may be submitted once per year.
- 10.5. Penalties must be recorded for recordkeeping, and communicated to the offending individual or organization in a timely and appropriate manner.

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>
- Government of Saskatchewan Food Safety:
<https://www.saskatchewan.ca/residents/environment-public-health-and-safety/food-safety>
- Government of Saskatchewan Home Food Processing Fact Sheet:
<https://publications.saskatchewan.ca/api/v1/products/91663/formats/108565/download>
- University of Regina Food Services Policy:
<https://www.uregina.ca/policy/browse-policy/policy-OPS-100-005.html>