

# TABLE REQUEST

Faculty of Arts |



UM

PURPOSE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SIGNATURE OF CONTACT PERSON: \_\_\_\_\_

I acknowledge that I am not allowed to depict or otherwise convey, in writing or through oral or audible means, anything that is discriminatory, inciteful, obscene or may be injurious to the University's reputation, all of which shall be determined by the Dean in his/her sole discretion.

NUMBER OF TABLES: \_\_\_\_\_

DATE: \_\_\_\_\_

NUMBER OF CHAIRS: \_\_\_\_\_

TIME NEEDED: \_\_\_\_\_ TO \_\_\_\_\_

FOOD SALES: YES  NO

**FOOD SALES:** Conference & Catering Services **must** approve this request if food sales are taking place. Conference & Catering Services is located in room 230 University Centre. Telephone: 204-474-8336. Return signed form to the Dean's Office, 306A Fletcher Argue to obtain Dean's Office approval.

LOCATION: 1ST FLOOR FLETCHER ARGUE

On the map below, indicate your first choice **1** and second choice **2** for your table location.



CONFERENCE & CATERING SERVICES (IF REQUIRED)

DATE

DEAN'S OFFICE APPROVAL

DATE

The forms MUST have approval of the Dean's Office, Faculty of Arts before Physical Plant will accept the request. Questions can be directed to Jhonalyn Buhain at 204-474-9979. **\*\*SEE REVERSE FOR APPLICABLE REGULATIONS\*\***

Due to the fact that the University of Manitoba is under contract with several commercial operations, the following approval is required in order to not violate any of these contracts.

In accordance with the University of Manitoba Policy 209.1:

*“Under no circumstances will the University premises be allocated to an individual organization or business where the purpose of the use would be in direct competition with an existing academic or administrative program or business operation.”*

All requests for tables must be made on this form. Reservations **MUST** be made at least 3 days in advance, as there are a limited number of tables available. Reservations will be made on a first come first serve basis.

In the Arts Complex, tables **CANNOT** be used for profit by other than recognized student groups selling goods or services or promotion services/products.

Tables and chairs may only be placed at the locations indicated on the map. Do not move tables and chairs to any other location.

Note that electrical is **NOT** available at any of these table locations.

**Failure to comply with any of these regulations will result in immediate closure of the display/sale as outlined on the reverse.**

Updated: February 23, 2023