



CCIS 1-150
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University of Alberta
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CCIS Table Booking Policy

Registered Student Groups on Campus and University Services may, with the permission of the ISSS, book and use ISSS tables and chairs for activities between 9:00 am and 4:00 pm on weekdays.

In addition:

- The ISSS has (2) tables and (4) chairs that may be requested.
- In order to book a space with the table, a booking requisition must be submitted **10 days** in advance. A confirmation email will be sent within 2 days to confirm that the booking is approved. If an email is not received within 2 days, then the booking has not been confirmed and follow-up is necessary.
- First priority for bookings would be to COSSA groups.
- Other student groups are limited to one table booking in the semester.
- An online CCIS Booking Form must be filled out for each booking and approval is given.
- The event must be approved by SGS. Prior to table usage, the group will be asked to confirm that the event has been approved.
- Tables are to be returned cleaned and in the condition in which they were taken. If equipment is damaged or broken, charges will be applied to the group responsible in the amount of the damaged equipment.
- Table rental is subject to a **\$35 deposit** in the form of a cheque given at the time of taking the table. This will be returned upon the ISSS receiving the table.
- All tables must be returned before 4:00 pm on that day of the booking or the deposit will be cashed. Even if the table is to be used on consecutive days, it **must** be returned at the end of each day.

I have read and understand the above. I understand that my group must abide by the above conditions, and otherwise face the penalties outlined above.

Signature and Name

Date (MM/DD/YYYY)

Deposit Received

Group Name

ISSS Signature

Number of Tables and Chairs

Deposit Returned