

## DSU Meeting & Event Management Society Lobby Request Form

*This applies to all **ratified** DSU societies. All societies interested in using the lobby areas must complete this form and submit it for approval.*

*Societies may use the lobby to:*

- *Increase student awareness of the society*
- *Promote upcoming society events*

*Societies may use the lobby to sell items **only** if it is:*

- *A fundraising event for the society, or*
- *A fundraising event for a recognized charitable organization*

*The DSU cannot guarantee availability as space is assigned as requests are received. Please wait until your space is confirmed by the Director, Meeting & Event Management (Jude Robertson) before you begin advertising or confirming details. Thank you.*

Contact Person:

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Society Position:

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Society:

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Phone Number:

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Email Address:

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Activity Planned for Lobby Space:

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Any special requirements?

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Dates Requested:

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***Please sign and date the reverse side of this form before submitting. Thank you.***

*Questions?*

*Director, Meeting & Event Management  
SUB Room 212  
(902) 494-3528  
dsu.meetings@dal.ca*

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## **SCHEDULE C - MAIN LOBBY TERMS & CONDITIONS (SOCIETIES & STUDENT GROUPS)**

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### **Advertising**

As per HRM By-Law S-800, advertising posters & signs are only permitted to be placed on approved community kiosks and notice boards in the municipality. Further to this, posters placed in non-approved locations such as utility poles, trees or other public infrastructure is subject to significant fines ranging from \$250 to \$10,000.

If the DSU or Dalhousie University incurs a fine as a result of any client's / organization's failure to adhere to this by-law, the client will be responsible for any fines, penalties or legal fees that may be levied against the DSU or Dalhousie University.

For more information on the by-law, please visit <http://www.halifax.ca/legislation/Bylaws/HRM/documents/By-lawS-800.pdf> or call 902-490-5650.

All advertising with reference to the Dalhousie Student Union Building (SUB) must be approved by the Meeting & Event Mgmt office prior to distribution.

Advertising materials should mention the Dalhousie Student Union Building as a venue only. It should not appear as if the table is being sponsored or organized by the Dalhousie Student Union.

### **Cancellations**

Cancellation notice must be received by email no later than **two (2) working days** prior to the arrival date to allow another group an opportunity to use the space.

*Societies that do not provide adequate cancellation notice may be charged a rental fee and/or may have any future bookings cancelled.*

### **Customer Satisfaction**

In an effort to promote "customer satisfaction", the DSU will provide the contact information of any society (that sells a product) if contacted by a customer with a product concern.

### **Food Products**

Groups are **NOT** permitted to sell and/or give-away food products in the SUB lobby without obtaining prior consent in writing. Special consideration will be given for fundraising bake sales but a waiver must be completed 2 working days prior to the booking and requested at time booking is made.

### **Set-Up**

The main lobby operates from 9am – 5:00pm. Societies should not arrive prior to 8:30am and must close at 5:00pm.

The DSU will provide one (1) 6ft table and two chairs. Any additional displays must be set-up behind the table and should not impede the normal traffic flow of the SUB.

Access to an electrical outlet must be requested in advance and societies are expected to provide their own extension cords if required. Any cords that cross an area with normal "foot traffic" must be secured by the society so as not to create a trip hazard (taping or matting as needed).

Societies can play music. It should be kept at a volume that does not disturb the normal operations of the building (Information Centre, payphones, other vendors, etc.).

The SUB is a scent-free environment and all organizations must abide by this policy. Scented products can be promoted but must be contained in airtight containers. Under no circumstances can scented products be sampled.

Signs and/or posters are not to be placed on any wall surface, door or window on the interior or exterior of the facility without prior permission. Any item affixed to the walls, etc must be removed at the end of the day and can only be put up with **sticky putty**. A cleaning charge may apply if signage is not removed. Any damage resulting from tape being used will result in society being billed for repairs.

Societies must declare **ALL** of the activities being planned at time of booking. The activities must be to either increase awareness of the society, to promote a society event or to fundraise for the society. Partnering with another organization must be pre-approved by the DSU.

### **General Conditions**

- Any DSU society that has an outstanding bill (overdue by 2 months) with any DSU department will not be able to book space.



- All activities must be confined to the area immediately surrounding your table. You are not permitted to leave your table and approach the patrons of the facility to hand out material or solicit for your activity.
- The DSU reserves the right to cancel any reservation or move to an alternate location / date. The society will be notified as soon as information becomes available.
- The DSU is not responsible for personal property and/or equipment brought onto the premises either before/ during/or left after an activity. The society is also responsible for any property damage resulting from their activity and for the actions of the individuals staffing their table/display.
- The DSU reserves the right to inspect all activities.
- The DSU does not accept the use or promotion of materials that are, in any way, discriminatory.
- The society agrees to adhere to all DSU, Dalhousie University, Federal, Provincial and Municipal laws & regulations.
- Failure to adhere to the policies/regulations may result in the termination of the activity and future bookings.

I, as an authorized agent of the above group, acknowledge receipt of the Dalhousie Student Union Building's rules and regulations, and agree to abide by them without exception if the request is approved.

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Society Representative Signature

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Date