Application for Space in Central Square/Bear Pit

(PLEASE ALLOW 10 WORKING DAYS TO PROCESS THIS APPLICATION)

PLEASE PRINT

Full Name of Club/Organization:			
Table Staff: *(Staff Names Required)*	1.		
	2.		
Applicant's Name:		**Email:**	
	(Must have signing authority)		
Phone Number:		**Signature:**	
Student #:			
Date(s) Requested			
	(Complete one sheet for each day – maximum 1 day per week)		
Reason for Space:			
(Reason must relate to club constitution)			
	(Please provide copies of any literature to be distributed at the table)		

☐ ***Central Square*** ☐ ***Upper Bear Pit*** ☐ ***Lower Bear Pit***

It is the responsibility of the signing authority to ensure that users of space comply with all University policies and regulations.

TABLES ARE AVAILABLE FOR PICK-UP BETWEEN 9:30AM AND 10:00AM AND MUST BE RETURNED BY 3:30PM.

WE REQUIRE 24 HOURS FOR CANCELLATION. GROUPS FAILING TO DO SO MAY BE DENIED FUTURE USE OF SPACE

***** READ AND SIGN REVERSE OF FORM *****

OFFICE USE ONLY:

Signing Authority Verified? _____ **Approved:** _____ **Date:** _____

Comments:

	Recruitment	Promotion	Cultural/Religious	Elections	Fundraising	Other
Clubs/Services						
YFS						
Departmental						

YORK UNIVERSITY - STUDENT COMMUNITY & LEADERSHIP DEVELOPMENT
Policy on the Use of Space in Central Square and the Bear Pit

Space is allocated to student groups/organizations officially registered with the office for Student Community & Leadership Development.

It is the responsibility of the signing authority to ensure that users of space comply with all University policies and regulations including Presidential Regulation Number 2; Standards of Student Conduct at York University.

Applications for space may be made at Student Community & Leadership Development, N200 Student Services Centre between 8:30 am and 4:30 pm, Monday – Friday. An application form must be completed to reserve space. Space *will not* be reserved by telephone. Applications will only be accepted for the current calendar month. SCLD will accept applications for space the third Monday of each month for the following month. Space must be booked 10 business days prior to the event. Cancellations may be made by calling (416) 736-5144.

Student Community & Leadership Development will reserve one table and two chairs for use by the applicant subject to the following conditions:

1. **Tables and chairs must be picked up from 144 Central Square and carried to the designated location by the signing authority or table staff.**

2. **All tables and chairs must be returned to SCLD staff by 3:30pm. Groups failing to return their tables and chairs may be denied future use of space.**

3. **The academic/administrative needs of the University take precedence over any booking for use of space. As such, these bookings are subject to cancellation without notice.**

4. **Users are asked to respect their proximity to the library and must comply with the University's food and alcohol policies, non-smoking policies, fire and safety requirements, etc.**

5. **All groups/organizations must, at all times, maintain a clean, orderly and informative environment when using space. Adhesive tape must not be used on the walls or windows; hooks, magnets and string are recommended. No adhesives are permitted on wooden, drywall or glass surfaces.**

Questions regarding this policy may be referred to:
Student Community & Leadership Development
N200 Student Services Centre, Telephone (416) 736-5144

I hereby certify that I have signing authority and am authorized to approve this agreement.
I have read and agree to all the policies outlined on this application.

Signature: _____
Print Name: _____
Position/Title: _____
Date: _____