

Procedure for use of the Lougheed Learning Commons Lobby

Tabling

All requests:

- A. Must be made at least 24 hours in advance via a completed request form that can be found on the LLC website
- B. Student groups must be on the Registered Students Groups List
- C. Individuals/Groups/Organizations requesting to conduct a Bake Sale are required to fill out and submit a form with Casey Nelson, Director of Student Life Facilities for approval.

All requests are:

- Subject to approval/refusal
- First come first serve

Physical location will be based upon need

i.e. Tabling is more effective in certain areas

Outside organizations:

- Must be sponsored by a campus department
- The sponsoring office will be the point of contact and be responsible for the organization
- Third party vendors will not be allowed

Displays

All requests but be made in advance and include:

- Must be made at least 24 hours in advance via a completed request form that can be found on the LLC website

All requests are:

- Subject to approval/refusal
- First come first serve

Display location will be based upon

- Display size
- Display medium
- Available space